



The Sports Company of Trinidad and Tobago Ltd.

Career Opportunity

PROJECT COORDINATOR

Department: Projects
Reports to: Project Manager

Job Summary

The incumbent is responsible for assisting the Project Manager and effectively oversees the administration of project implementation and variances that impact on project completion. He/she coordinates all technical activities and monitors and tracks all assigned projects to ensure compliance.

Duties and Responsibilities

- Report and complete all relevant paperwork and submit documents according to set deadlines
- Prepare project progress reports to reflect project plans and schedule
- Ensure all projects are monitored and evaluated on an ongoing basis through the coordination of meetings and the distribution of all supplies
- Coordinate and review, recommend for approval, deviation and variation from contract required to support future claim
- Monitor work in progress and ensure that variances or issues are immediately flagged and addressed
- Inspect and verify materials delivered to construction site to ensure compliance with contract details requirements
- Monitor projects and assists in ensuring on-time completion within budget
- Ensure compliance with legal, financial and safety project management requirements
- Conduct all duties in conformance with Health, Safety, Security and Environment requirements.
- Perform other related duties as required



National Cycling Velodrome,
Off Couva Main Road,
Balmain, Couva, Trinidad, W.I.
Tel: (868) 225-4886
E-mail: communications@sportt-tt.com
Web: www.sportt-tt.com

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Minimum Qualifications and Experience

- Training as evidenced by possession of a recognized University Degree in Civil Engineering
- Certificate in Project Management would be an asset
- A minimum of five (5) years' experience in engineering, project management, construction or related field of experience.

Or any equivalent combination of qualification and experience

Competencies

- Strong organizational skills, record-keeping and attention to detail
- Strong critical thinking, analytical and problem-solving skills
- Exhibit strong judgment and decision-making skills
- Strong written and communication skills
- Good interpersonal skills, negotiation skills and customer-focused orientation
- Proficient in the use of Microsoft Office Suite

All applications with full resumes should be sent to:
The Human Resource Department
The Sports Company of Trinidad and Tobago Ltd.
National Cycling Velodrome
Off Couva Main Road, Balmain
Couva

Or via email to: recruitment@sportt-tt.com

Subject: Position Title

Deadline for submission of applications: Friday 1 June 2018

We thank all applicants for your interest. However, only shortlisted applicants will be contacted.

www.sportt-tt.com

1 868-225-4TTO (4886) Ext. 123-125