



# RHAND

## Credit Union Co-operative Society Limited

Email: [info@rhand.org.tt](mailto:info@rhand.org.tt) / Website: [www.rhand.org.tt](http://www.rhand.org.tt) / Registered No. 38 on 27<sup>th</sup>, March 1947

57 – 61 Abercromby Street  
Port of Spain  
Tel.# (868) 623-5920, (868) 624-8708/9, (868) 627-4263  
Fax # (868) 627-0887, (868) 625-3161, (868) 623-1609

5i Woodford Street  
Arima  
Tel.# (868) 664-1181 / (868) 667-3742  
Fax # (868) 667-6051

Bacolet Street  
Scarborough  
Tel.# (868) 635-0127, (868) 639-4854  
Fax # (868) 660-7452, (868) 635-0120

### VACANCY

#### **Position: Administrative Officer**

**Duration of Job: Permanent Position** with a six (6) month probationary period

**Location: Head Office (POS)**

Summary: The Administrative Officer is responsible for a range of duties which assist in the smooth running of the organisation. The role encompasses Procurement, Facilities Management, HSE and the Business Continuity Plan. and is a highly confidential role supporting the General Manager and the Management team at the Credit Union. He/she is required to be a pro-active, well organized team player, who can effectively ensure the smooth running of range of services through effective and efficient coordination and action.

The role is required to have good reporting skills, be proficient at meeting deadlines, follow-ups, track deliverables whilst portraying a keen sense of protocol. It is expected that the Administrative Officer will be a highly effective collaborator and communicator. The position may require working extended hours and weekends as necessary.

This position reports to the General Manager

This job description is not intended to be exhaustive. Employee may perform other related duties as required to meet ongoing needs of the Credit Union.

#### **Key Duties and Responsibilities:**

- Oversees the administration of the procurement function for the purchasing and execution of contracts as relates to the upkeep, maintenance and supply of general goods and services for the organisation.
- Prepares all the documentation as required for the procurement function including but not limited to Contracts/ Purchase Orders as it relates to general services and supplies (grocery supplies, stationery and all other related items for the running of the organisation).
- Custodian of the general supplies and stationery for the organisation. Effective management of supplies and service agreements, minimizing the need for rush orders/requests etc.

M. MINGUELL  
President

E. WALKER  
Vice President

M. GIBBS  
Secretary

M. ROUFF  
Asst. Secretary

R. COOPER  
Treasurer



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- Assists with the review of the terms and conditions of all existing contractual arrangements to ensure the organisation is receiving best value. Communicates directly with service providers with regards to scheduling of services – both adhoc and scheduled for all RHAND’s locations. Makes all necessary arrangements to minimize disruption of regular work schedule and the provision of member services.
- Required to supervise external contractors whilst on the RHAND’s premises. Makes the necessary arrangements for supervision at the Branch offices either in person or via collaboration with the respective branch manager.
- Effectively negotiates with providers for the best deal for pricing and supply contracts
- Creates and maintains a list of pre-approved suppliers; assists in the registration of new vendors
- Ensures Supplier performance reviews are done annually in a timely manner and that the relevant recommendations are submitted for approval
- Works collaboratively with Functional Heads / Executive Asst. to the GM to address facility issues and coordinates with external contractors as needed to address same.
- Creates and maintains a log of all HSE issues and reports same to the GM / HR, ensuring prompt attention to and close out of the issues.
- Ensure that service providers and contractors conduct work on our premises in a safe manner.
- Ensure Floor Wardens are supplied with the necessary stocks and equipment for first aid kits
- Reports to the Health and Safety Committee on all health and safety matters reported and treated with.
- Acts as the Secretary for the HSE Committee.
- Effectively collaborates with internal and external stakeholders; prioritises competing needs and effectively manages resources to satisfy demands
- Efficiently and promptly addresses all issues pertaining to the general upkeep and maintenance of Head Office and Branch facilities. Liaises with the Branch Managers (or designate) to address issues.

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**Vice President**

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- Liaises with the Executive Assistant to the General Manager as needed to have resources assigned to address issues.
- Assists, when necessary, with the coordination of events / meetings hosted by the General Manager such as Staff Meetings, Functional Heads Meetings, internal / external meetings with stakeholders as required, including liaising with service providers etc.
- Actively assists in annual budgeting exercise for areas under his/her purview. Reports on all variances to budget with comprehensive explanations and analysis.
- Reports on all issues which may have a financial, personnel impact promptly, with sound recommendations to address / lessen loss of business time
- Creates and maintains an updated phone tree for use in the Business Continuity Plan. Manages all Administrative issues as relates to the BCP.
- Assists with special projects/assignments and attends and training as required
- Performs other duties and responsibilities which may be assigned as necessary.

### **Education / Work Experience**

- Associate Degree or B.Sc. (or equivalent) in Business Management, Administration, Accounting or related field Must have tertiary qualifications (eg. Associate Degree, ABE. Bachelors) in Administration, Business Management or related field
- Minimum of five years of Senior Administrative / Office Management experience in a professional, fast paced environment
- Certification in Health and Safety and familiarity with the OSH Act an asset
- Experience in Procurement an asset
- Demonstrated proficiency and/or certification in Microsoft Office Suite (Excel, Word, PowerPoint).
- Must have demonstrated experience in negotiating and working with external service providers
- Must be experienced in handling sensitive and confidential material
- A suitable combination of experiences may be considered in lieu of qualifications

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### Competencies:

- Solid working knowledge and experience in general Administration duties
- Working knowledge of the functioning of the Credit Union operations and structure will be an asset.
- Strong report writing, analytical and problem-solving skills
- Strong organizational and time-management skills
- Good negotiation and research skills.
- High integrity and ability to treat confidential information with great discretion
- Strong collaborative skills, pro-active self-starter with strong follow through
- Able to operate under tight deadlines, with multiple priorities
- Must be a strong communicator – with the ability to interact with all stakeholders including the Board, General Manager, Staff and shareholders.
- Must be able to foster and maintain a cooperative work environment.
- Must have be flexible with the ability to stay calm and focused in stressful situations.

**Applications with complete Résumé should be addressed to:**

**Human Resource Manager  
RHAND Credit Union Co-operative Society Limited  
#57-61 Abercromby Street  
PORT OF SPAIN**

**Email: [hr@rhand.org.tt](mailto:hr@rhand.org.tt) (Subject: Administrative Officer)**

**The closing date for receipt of applications is: 4:00 pm on Monday 11<sup>th</sup> February, 2019.**

**NB: We thank you for your interest in working with RHAND Credit Union – please note, only short-listed applicants will be contacted.**

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