

JOB TITLE:	PLIAP Administrative Assistant
Location:	Head Office (Point Lisas Apprenticeship Programme Department)- Point Lisas

JOB SUMMARY:

The incumbent is required to coordinate office activities, providing a wide range of routine and complex administrative support for program areas and support functions, applying an understanding of protocol, discretion, professionalism and an ability to interpret and make decisions in accordance with prescribed procedures and practices.

ESSENTIAL DUTIES & RESPONSIBILITIES	QUALIFICATION & EXPERIENCE
<ol style="list-style-type: none"> 1. PLIAP Statistics: prepare Departmental Reports on PLIAP Statistics for submission to Manager, PLIAP, such as <ul style="list-style-type: none"> • Company and Apprentice Statistics • Number of Accidents and Incidents 2. Record Keeping: <ol style="list-style-type: none"> a) Manage information to support department operations and meet organisational requirements, for example <ul style="list-style-type: none"> • Apprentice Monthly Rating Sheets • Number of Discipline Cases by Nature • Apprentice Surveys b) Convey all formal communication with partner Companies on general issues relating to Apprentices c) Develop and maintain confidential electronic and physical files relating to partnering Companies 3. Partner Communication: <ol style="list-style-type: none"> a) Coordinate entry and exit surveys for each cohort at the end of each cycle b) Interpret and advise internal and external customers on rules, regulations and processes related to the successful operation of the department. 4. Internal Communication: <ol style="list-style-type: none"> a) Coordinate, facilitate and participate in meetings, workshops, seminars and promotional events as required b) Maintain action items, provide required information/data, follow-up on timelines and departmental scorecard and deliverables c) Manage calendars, prioritize and coordinate appointments for Team Members 5. Placement and Recruitment Exercises: <ol style="list-style-type: none"> a) Plan and coordinate recruitment exercises b) Coordinate placement of apprentices to various companies 6. Perform related duties as required 	<ul style="list-style-type: none"> • Diploma: Administrative Professional Secretary (APS) / Certified Professional Secretary (CPS) / Institute of Administrative Management (IAM) / Associate of Business Executive (ABE) or equivalent • Knowledge of spelling, punctuation, business English and business mathematics • Knowledge of modern office methods and procedures • Accuracy, judgment, a high degree of initiative, discretion and diplomacy • Ability to maintain complex records • Sound knowledge of research and data collation techniques • Knowledge of major policies and procedures governing assigned programs • Ability to develop and maintain effective working relationships • Ability to follow oral and written instructions
	JOB REQUIREMENTS
	<ol style="list-style-type: none"> 1. Awareness of the NTI's business/environment 2. Strong knowledge about the NTI and programmes offered 3. Courteous, with pleasant disposition and effective interpersonal, team and communication skills 4. Operating knowledge of and experience with personal computers and peripherals, and ability to use office software applications (Microsoft Suite) 5. Operating knowledge of standard office equipment 6. Effective time management skills, strong multi-tasking ability and ability to be flexible and adapt to changing priorities

Applications should be labelled

“PLIAP Administrative Assistant”

And submitted no later than **2026 May 31** to the following

E-MAIL: hr@nesc.edu.tt

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED