

# Job Description

## **JOB TITLE: Project Assistant**

### **JOB PURPOSE:**

The incumbent is required to provide administrative and project management support to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

### **WORKING RELATIONSHIPS:**

- Reports to the Head of Construction and Project Managers.
- Works closely with internal and external stakeholders.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Contributes towards the development and scoping of projects.
- Tracks the progress of projects using appropriate project management tools and techniques.
- Assist in preparation of budget proposals, assists in managing and monitoring budget expenditure and revisions and provides interim status reports of all projects.
- Compiles warranties, certificates and house plans and generate homeowners' manuals; prepares key packages.
- Assists in the collection, compilation and analysis of data relative to the programme.
- Coordinates and schedules project teams' meetings, as well as update and support meetings with stakeholders.
- Provides assistance in the maintenance of financial records on the utilisation of funds under all projects.

- Provides support in the execution of activities for and in monitoring the execution of project work
- plans and ensures that project activities are properly and realistically scheduled, monitored and
- reported.
- Assists in the procurement of goods and services.
- Provides support in developing monitoring and evaluation reports and studies which will identify
- very early, slippages and reasons for same.
- Assists in writing reports and other project related documentation.
- Provides administrative support for project activities to ensure that the department is maintained in an effective and efficient manner.
- Performs any other related duties and responsibilities consistent with the job title/position.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Associate Degree in Project Management or related Engineering discipline or Social Sciences with courses in Project Management.
- Minimum Experience: Four (4) years in a similar position; or
- Equivalent combination of training and experience.

#### **KNOWLEDGE AND SKILLS:**

- Knowledge of construction management, building standards, specifications and codes.
- Knowledge of project management principles, practices, techniques and procedures.
- Knowledge of the government rules, regulations and procedures pertinent to programme/project management.
- Skill in the use of project management software.
- Skill in project planning and implementation.



- Ability to use the internet to conduct research into programme/project related issues.
- Ability to establish and maintain effective working relationships with stakeholders and the public.
- Excellent analytical and reasoning skills.
- Attention to detail and problem solving skills.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

#### **PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

