



RINCON DEVELOPMENT LIMITED

BACKGROUND

Rincon Development Limited (RDL) is a wholly-owned subsidiary of the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT). It was formed as a limited liability company in 1998 to hold and manage four hundred and seventy-six (476) acres of State Land at Rincon, North Coast under a 199 year-Lease from the State. The parcel was encumbered by a number of occupiers when it was leased by RDL. The mandate of the company is to:-

- ✚ Settle existing occupiers deemed to have a bona fide claim to the parcels in their existing locations;
- ✚ Sell the occupiers deemed to have a bona fide claim, their allotments for a lease term of 199 years at a subsidized rate;
- ✚ Sell the residual allotments for a lease term of 199 years at open market rate;
- ✚ Develop the estate with proper infrastructure;
- ✚ Ensure that the development and management of the Estate is self-financing.



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JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT, RINCON DEVELOPMENT LIMITED

JOB OBJECTIVE	The Administrative Assistant is accountable for the provision of high priority and effective administrative support to the Rincon Office. The incumbent supports Office Manager and Board Reporting; leads administrative operations, correspondence and records management. Additionally, the incumbent coordinates HR functions and estate documentation. Also performs secretarial, data entry and other related services when required with a high level of confidentiality.
JOB SUMMARY	The Administrative Assistant assists the Rincon Team in becoming more productive and better organized to meet the Unit’s goals, by executing a wide range of confidential and complex administrative support duties to the Office Manager and the Team. The role of the Administrative Assistant includes managing the Office Manager’s calendar, registering all incoming correspondence and customers’ issues; scheduling meetings, completion of title reviews of files and verification of legal documents, following up with status of legal documents submitted for preparation, execution and registration with the respective parties, researching information and completion of letters, reports, Board notes and other related documents. Additionally, this employee is the primary custodian for the management and editing of the Estate Management Database (EMD) which includes reviewing customers’ demographic information, sale of land, legal, financial data and other related data. They are also responsible for general office administration, including records management and meeting-management/job interview sessions (i.e. Agenda, Minutes, Interview Packages, Refreshments and related matters).
REPORTS TO	The Office Manager, Rincon Development Limited.
DUTIES AND RESPONSIBILITIES OFFICE AND MEETING ADMINISTRATION:	<ol style="list-style-type: none"> 1. Co-ordinates and manages the Office Manager’s calendar by arranging appointments and engagements as necessary. 2. Co-ordinates the planning and management of meetings as well as job interview sessions as directed. <p>Records, compiles and distributes Minutes of Staff Meetings and other related meetings as necessary.</p>



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<p>CORRESPONDENCE AND COMMUNICATIONS ADMINISTRATION:</p>	<ol style="list-style-type: none"> 1. Receives, reviews, sorts and processes the department’s incoming mail in accordance with corporate policy. 2. Distributes internal mail to relevant officers for their attention. 3. Generates and /or modifies a wide variety of documents such as letters, memoranda, minutes, reports, presentations, spreadsheets and emails as needed. 4. Drafts responses to general correspondence of a routine nature including e-mails and simple Board Notes. <p>Receives and screens incoming calls and visitors, determining priority matters and notifying the Manager.</p>
<p>ESTATE PORTFOLIO ADMINISTRATION:</p>	<ol style="list-style-type: none"> 1. Identifies Title issues (before issuance of letter of sale to ‘Bona fide’ tenants or next of kin due to death, of all categories of purchasers) arising for which decisions are required. 2. Analyses information on purchasers’ files and determines the information required (follows-up on missing items to identify/confirm the ‘Bona fide’ or ‘Open-market’ status of purchasers) 3. Completes the updating ‘of ‘Title Review’ document for purchasers’ files when payments are received for plots towards the purchase price and /or for further action by External Counsel. 4. Assists with the review of Agreements for Sale, Deeds of Sub-lease for purchaser(s) for submission to External Counsel to facilitate preparation and execution of legal documents (to work in tandem with Estate Assistant for size/logistics of plot in relation to boundary definitions). Also maintains a status update of all files under the management of External Counsel. 5. Maintains responsibility for the Estate Management Database Updating and reporting of issues to be fixed.



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<p>HUMAN RESOURCES AND GENERAL OFFICE ADMINISTRATION:</p>	<ol style="list-style-type: none"> 1. Maintains relevant records of employee benefits, leave eligibility, expense reports and co-ordinates human resource functions assigned. 2. Addresses Audit queries in accordance with existing policy, for review by the Office Manager. 3. Executes the records management function of the department including manual and soft-copy records, in accordance with the Corporation’s approved policies and procedures and with guidance from the Manager and the Records Department. 4. Undertakes research, conducts analyses and compiles data as directed. 5. Monitors housekeeping and submits reports of any deficiencies to the relevant department.
<p>WORK PROGRAM ADMINISTRATION</p>	<ol style="list-style-type: none"> 1. Follows up on the Company’s work program activities, including action items on decisions taken at meetings. submits progress reports to the Manager. 2. Assists with the completion of RDL’s Status Report for Monthly Board Meetings.
<p>GENERAL:</p>	<ol style="list-style-type: none"> 1. Binds and stores documents for record keeping. 2. Meets with the Office Manager for review of performance semi-annually. 3. Performs any other duties related to the job function as assigned.
<p>SKILLS, ABILITIES AND COMPETENCIES</p>	<ul style="list-style-type: none"> • Proficiency in Microsoft Office (Word, Excel, Powerpoint, Teams) • Ability to use a computer and other standard office machines such as photocopiers, scanners, stationery binding machine. • Customer Focus: Has a strong understanding of the ‘gold’ standards service requirements and the internal and external service needs of the Department.



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<p>SKILLS, ABILITIES AND COMPETENCIES</p>	<ul style="list-style-type: none"> • Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; is well motivated to perform with minimum supervision. Accepts change positively and adjusts to the demands of the job. Reports to work punctually and regularly. Displays honesty, high level of confidentiality, professionalism and credibility in work situations. • Team Player: Performs role assigned in the interest of the team’s success as against individual concerns; conveys appreciation to other team members and allows others freedom to contribute in group projects. • Communication: Communicates in a logical and organized manner; communicates with timely responsiveness to both internal and external stakeholders. • Business Awareness: Understands the wider business environment in the context of producing accurate correspondence, timeliness of reporting and documentation, high quality of board submissions and meeting support. Ability to comply with records and audit protocols and deliver results which add value to the company and to the Corporation. Possesses experience in updating databases. • Problem Solving: Is able to analyze data and suggest solutions to problems to allow for efficiency and quality improvements within the Unit.
<p>MINIMUM TRAINING AND EXPERIENCE:</p>	<ul style="list-style-type: none"> • Associate Degree in Business Management or related discipline from an accredited institution. • Associate Professional Secretarial (APS) Certification would be an asset. • Experience using multiple technical applications including database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other applications. • 3-year experience in a similar position or in a customer service environment providing administrative support.