



We're inviting applications for:

Executive Corporate Administrator

For Newport Water in Barbados

■ The Ideal Candidate

The ideal candidate is a **highly organized and digitally fluent professional** with a strong background in **business administration, internal systems management, and executive support**. This role is central to ensuring the smooth operation of both company administration and internal systems.

The successful candidate will provide **direct support to the Managing Director**, manage company-wide communications and documentation, and **oversee internal systems, processes, and projects** across departments. This includes **project coordination**, HRIS support, process improvement, reporting, and managing relationships with external service providers.

This position requires **exceptional communication skills, strong process orientation, discretion, and the ability to manage multiple priorities** in a fast-paced environment. A **solid understanding of finance, digital transformation, and business processes** is essential, as well as the ability to **coordinate cross-functional teams and support strategic decision-making**.

■ Key Responsibilities

1. Systems Oversight & Process Improvement

- Manage and continuously improve internal systems and digital databases.
- Lead the implementation of new tools, dashboards, and reporting systems.
- Coordinate and deliver training and documentation on internal systems.
- Create and Maintain internal LMS.
- Track and report on goal and KPI progress using system-generated data.
- Liaise with management to support ongoing digital transformation initiatives.

2. Administration & Communication

- Organize and manage internal meetings, calendars, surveys, and communication.
- Maintain company files, records, and monthly reporting documentation.
- Draft presentations, reports, and communications for the MD and board.

3. HR & People Support

- Manage HR systems and employee records
- Support the People & Culture team with recruitment, onboarding, performance management, and offboarding
- Coordinate eNPS cycles, HR-related templates, and liaise with HR consultants

4. Executive Support to the Managing Director

- Manage the MD's calendar, communication, and task follow-up
- Prepare briefings, costings, and provide administrative support for high-level sales and strategic initiatives
- Attend meetings on behalf of the MD and document action points
- Ensure the MD's time is spent effectively on growth and leadership rather than administrative oversight

5. Project & Strategic Support

- Manage company projects, assigned sprints, and strategic initiatives
- Provide progress tracking and ensure timely completion of project milestones
- Support regional governance tasks, including grant submissions, account openings, entity registrations, and renewal tracking.

I Requirements

- Experience & Education

- Bachelor's degree in Business, Management, Accounting, or a related field
- Proven experience in business administration or executive support roles
- Strong background in finance with experience in operational and reporting workflows
- Experience managing internal systems, HRIS, and administrative platforms

- Experience in digital implementation or transformation, including stakeholder coordination and functional requirements documentation.
- Highly proficient in Microsoft Office, ERP systems, Power BI, Visio, and other relevant software tools.
- Proven ability to handle confidential financial and business information with discretion and professionalism.
- Familiarity with regional governance, grants applications and BPM or similar process-based certification is an asset.

Skills, Competencies & Characteristics

- Highly organized with strong time management and prioritization skills.
- Discreet and professional with experience handling sensitive information.
- Strong attention to detail and high accuracy in documentation and reporting.
- Analytical thinker with proven problem-solving capabilities.
- Digitally fluent with proficiency in Microsoft Office, ERP, Visio, and Power BI; knowledge of AI and its practical implementation.
- Excellent communicator with strong written and verbal skills.
- Collaborative and supportive in cross-functional team settings.
- Adaptable and quick to learn new technologies and processes.
- Process-oriented with experience improving workflows and SOPs.
- Proactive, resilient, and solution-focused under pressure.

■ Employment Information

Location: Barbados

Working Hours: 7:30am-4:30pm

Environment: Office-based (with flexibility)

Type of Employment: Permanent

■ Benefits

- 8 Paid Time Off (PTO) days on top of regular vacation and public holidays.
- 50% of medical insurance premium coverage on successful completion of probation

- In-office, collaborative team culture but with structure and flexibility as required.
- Fully covered mobile phone and laptop for company business
- Regular feedback on performance
- Training platform for personal development

■ Apply Now!

Submit your resume and certified copies of any relevant qualifications to careers@newport-water.com with the subject “EXECUTIVE CORPORATE ADMINISTRATOR”

Deadline: August 31st, 2025

■ Why Join Us?

- Be part of a progressive and innovative regional team.
- Work for a regional brand that challenges the status quo.
- Collaborate across diverse teams, cultures, and territories.
- Gain exposure to cross-functional projects and innovation initiatives.
- Opportunities for continuous learning and professional development.
- Contribute to real impact in a growing organization.