



**HIGH COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO,
KINGSTON, JAMAICA**

CAREER OPPORTUNITY

Classification : Clerical
Position : Office Assistant
Location : High Commission for the Republic of Trinidad and Tobago
25 Windsor Avenue, Kingston 5, Jamaica

Job Summary

Under minimum supervision of the Head of Chancery, the Office Assistant would be responsible for executing a wide range of clerical duties.

Duties and Responsibilities :

- General Office duties – providing photocopying, binding, shredding, scanning and faxing services ;
- Maintaining filing system (creating, updating and forwarding files, etc.)
- Packing and sorting magazines, books, documents and other materials in the reading and other areas of the High Commission.
- Assist with the processing of incoming and outgoing mails ;
- Providing switchboard relief when directed by a Senior Officer to carry out this function;
- Typing routine correspondence, provides data entry services.
- Providing hospitality service to the High Commissioner and guests ;
- Ensuring the pantry is kept clean and tidy ;
- Assisting with securing of all pantry equipment ;
- Ensuring that copy machines remain operational (clearing jams, adding toner, etc.)
- Performing other assigned duties that are within the area of knowledge and skills required by the job description.

Required Skills and Competencies

- Excellent communication and interpersonal skills ;
- Ability to work flexible hours;
- Must possess a high level of confidentiality and discretion ;
- Must display a high level of professionalism and courtesy;

Qualification and Experience:

- Possess a high school diploma or its equivalent ;
- Five (5) CXC Subjects ;
- A minimum of three (3) years work experience in a similar environment;
- Working knowledge of basic computer software and hardware
- Working knowledge of general office procedures or an equivalent combination of training and experience;
- Minimum word processing speed of 40 W.P.M.
- Ability to communicate effectively both orally and in writing ;
- Displays patience and excellent listening skills ;
- Ability to work as part of a team ;

The successful candidate will be required to provide a Police Certificate of Character or its equivalent. He/she will also be required to meet the requirements of the High Commission security clearance.

Applications should be submitted to:

**The Head of Chancery
High Commission for the Republic of Trinidad and Tobago
25 Windsor Avenue, Kingston 5**

Or by email : hckingston@foreign.gov.tt