



EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

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1708 Massachusetts Ave. NW
Washington, DC 20036

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Embassy of the Republic of Trinidad and Tobago in Washington, DC:

Clerk – Accounts/Reception

Key Duties and Responsibilities:

- Preparation and review of accounting and office management records
- Maintenance of accounting and office management files
- Processing and Maintenance of records for National Scholarship recipients
- Welcome all visitors in the absence of the Receptionist. Answer the telephone, provide basic information and direct calls to respective offices
- Perform additional duties as assigned

Other Requirements

- Possess a High School Diploma or its equivalent
- Previous clerical and receptionist related experience
- High written and oral Proficiency in the English Language
- High Proficiency in Microsoft Office Suite
- Knowledge and understanding of Quickbooks is an asset
- Possess legal authorization to work in the USA (Documentary evidence required)

Qualities

- Ability to be discreet in all matters related to assignments, including confidentiality of all information seen or heard
- Having a neat appearance, good communication and customer-service skills with a courteous and accommodating attitude
- Ability to multi-task, work independently and consistently with the capacity to handle various tasks with accuracy
- Ability to adapt readily and work effectively under a variety of different conditions, including with different people, situations and groups

Benefits:

- 15 days paid vacation leave annually, 21 days from 4th year of service;
- 14 days sick leave;
- Possibility to subscribe to a group health plan.

The deadline to submit applications is **Friday October 29, 2021**. Mailed applications should be **post marked by October 29, 2021**. Interested persons should submit their resume and relevant copies of required documents by mail or email to:

Head of Chancery
Embassy of Trinidad and Tobago
1708 Massachusetts Avenue, NW, Washington, DC, 20036
embdcinfo@foreign.gov.tt

Unsuitable/late applications would not be acknowledged