



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:

Messenger/Chauffeur – Office Management

Key Duties and Responsibilities:

- Drive the office vehicle for specific assignments in collaboration with the Chauffeur
- Ensure proper day-to-day maintenance of the assigned vehicle through timely upkeep and maintenance of daily vehicle log books in collaboration with the Chauffeur
- Work a minimum of 40 hours a week and be available for before/after hours and weekend assignments
- Assist with airport assignments including baggage handling when necessary
- Clear incoming mail from the mail-box and outgoing mail from offices
- Log outgoing mail and prepare for as well as execute delivery either by-hand or by-post
- Assist the Office Manager in facilities management functions
- Perform additional duties as assigned.

Other Requirements

- Possess a High School Diploma or its equivalent
- Possess legal authorization to work in the USA (Documentary evidence required).
- Possess a valid driver's license issued by the DMV of any of the 50 US states or the District of Columbia and a safe driving record
- Previous work experience as a Driver/Messenger or in Facilities Management an asset
- High Proficiency in the English Language
- Knowledge and understanding of all traffic laws, regulations and speed limits relevant to the DC, Maryland and Virginia metropolitan area, main highways and airports.
- Must be able to read and understand road maps, including knowledge of navigational devices and apps as well as travel instructions;
- Non-smoker as well as adherence to no alcohol use during work hours.

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 November 26, 2021**. Mailed applications should be **post marked by November 26, 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