



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO
NEW YORK

VACANCY NOTICE – 03/2021

Job Description

Job Title : Clerical Officer
Location : Consulate General of Trinidad and Tobago, New York
Responsible to : Consul General
Responsible for : NA

Purpose of the Job

To assist the Consulate General with administrative and technical support.

Job summary:

The Officer in this position will be responsible for providing administrative services and technical assistance in all functional areas. The Officer will also be required to assist in the daily operations of the office and undertake follow-up action as directed by the line manager. S/he will assist in planning and executing activities organized by the Consulate General.

Key duties and Responsibilities:

- Provide information in response to queries by persons on the phone or visiting the Consulate General.
- Assist with processing requests for assistance from the public.
- Prepares daily log of complaints/comments/feedback and forward to line manager.
- Assist with planning and organizing functions being organized by the Consulate General.
- Drafts and prepares letters, memos and emails.
- Takes notes at meetings and prepare minutes.
- Enters data in databases.
- Establishes and maintains databases.
- Maintains a coherent and systematic filing system (both electronic as well as physical files).
- Answers telephones and take messages.
- Make photocopies and send emails and faxes.
- Schedules appointments and maintains schedules.
- Maintains records for various accounts.
- Follows-up on discrepancies identified on various accounts.
- Sources stationary and other items required.
- Undertakes delivery of goods and services.
- Assists with maintenance schedules for office machines and other items.
- Other related duties.

Minimum Qualification

- Authorization to work in the USA.
- An Associate degree and/or any other combination of certification, knowledge and/or work experience.
- Work experience at least 3 years.
- Proficiency in the use of computers particularly Microsoft Office suite, desktop publishing and databases.

Other Requirements

- Trustworthy and confidential at all times.
- Ability to communicate effectively both orally and in writing.
- Some knowledge of accounting, accounting practices and procedures.
- Ability to work in teams as well as use individual initiative.
- Displays patience and good listening skills.
- Ability to be creative in problem solving.
- Proof of Covid 19 Vaccination.

To apply

Send resume and two **written** reference letters by post mail to the Consulate General of the Republic of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038 or by e-mail (cgnyconsulateinfo@foreign.gov.tt) by the **15th December, 2021**.

Administration
CG, NY
2021-12-08