PERMANENT MISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TO THE OFFICE OF THE UNITED NATIONS, GENEVA

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably-qualified persons in respect of the following position at the Permanent Mission of Trinidad and Tobago to the Office of the United Nations in Geneva:

RECEPTIONIST / TELEPHONE OPERATOR

The incumbent will be responsible for managing the front desk on a daily basis and for performing a variety of administrative and clerical tasks at the Permanent Mission.

Duties and Responsibilities:

- Operation of the telephone communication system
- Receiving visitors by greeting, welcoming, announcing and directing them appropriately
- Liaising with service providers and local authorities in Switzerland
- Handling Mission inquiries
- Making travel and accommodation arrangements
- Performing other clerical receptionist duties such as filing and photocopying
- Translation of documents upon request
- Preparation of invitations
- Other related duties, as necessary

Education and Experience:

- High school /secondary education
- Minimum of three (3) years' work experience as a Receptionist or Front Office Representative
- Must be fluent in English and French and possess solid written and verbal communication skills in both languages
- Knowledge of the framework of the United Nations and other International Organizations in Geneva will be considered an asset

Additional Requirements:

- Legally authorized to work in Switzerland
- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Protocol skills will be considered an asset

Applications must be submitted along with copies of relevant certificates, an original certificate of character and identification card by **7 June 2022** to:

Head of Chancery
Permanent Mission of Trinidad and Tobago to the Office of the United Nations, Geneva
37-39 Rue de Vermont
1202 Geneva
Switzerland