



## EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

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Tel.: 202-467-6490  
Fax: 202-785-3130  
Email: [embdcinfo@foreign.gov.tt](mailto:embdcinfo@foreign.gov.tt)

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*

#### **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
- 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
- **Must either be a citizen or Permanent Resident of the United States (documentary evidence is required).**

#### **Qualities**

- Ability to be discreet in all matters related to assignments, including confidentiality of all information seen or heard
- 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

The deadline to submit applications is **July 12, 2024**. Mailed applications should be **post marked by July 12, 2024**. 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](mailto:embdcinfo@foreign.gov.tt)

*Unsuitable/late applications would not be acknowledged*