



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:

Chauffeur

Key Duties and Responsibilities:

- Drive the office vehicle for specific assignments;
- Ensure proper day-to-day maintenance of the assigned vehicle through timely upkeep;
- Report all issues with the functioning and upkeep of the vehicle to the Office Manager;
- Work a minimum of 40 hours a week and be available for before/after hours and weekend assignments;
- Ensure proper maintenance of daily vehicle log books;
- Required to assist with airport assignments including baggage handling when necessary;
- Greet passengers and assist them in entering and leaving the vehicle;
- Perform additional duties as assigned.

Education and Experience:

- Possess a High School Diploma or its equivalent;
- Previous work experience in a similar position;
- High Proficiency in the English Language;
- Possess a safe driving record;
- Knowledge and understanding of all traffic laws, regulations and speed limits;
- Skills in minor vehicle repairs.

Other Requirements:

- Possess a valid driver's license issued by the DMV of any of the 50 US States;
- Extensive knowledge of the DC, Maryland and Virginia metropolitan area, main highways and airports: Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (Dulles) and Baltimore/Washington International Thurgood Marshall Airport (BWI);
- Knowledge of traffic laws, regulations and speed limits;
- Ability to understand the specific vehicle operating and maintenance manuals and to operate every device in the car;

- Must be able to read and understand road maps, including knowledge of navigational devices and apps as well as travel instructions;
- Adherence to no smoking and alcohol use during work hours;
- **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;
- Having a neat appearance, good communication and customer-service skills;
- Ability to multi-task, work independently 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 **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

Unsuitable/late applications would not be acknowledged