



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO, NEW YORK

VACANCY NOTICE – 06/2024

OPEN ONLY TO PERSONS WITH AUTHORISATION TO WORK IN THE USA

Job Description

Job Title : **Clerical Officer**
No of Positions : Three (3)
Location : Consulate General of Trinidad and Tobago, New York
Responsible to : Consul General

Job summary:

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

Key Duties and Responsibilities:

- Assists with processing requests for assistance from the public.
- Provides information in response to queries by persons on the phone or visiting the Consulate General.
- Drafts and prepares letters, memos and emails and handles sensitive documents.
- Prepares daily log of complaints/comments/feedback and forward to supervisor.
- Assists with planning and organizing functions being organized by the Consulate General.
- Establishes and maintains databases, ensuring accuracy and providing collated information as requested.
- Maintains a coherent and systematic filing system (both electronic as well as physical files).
- Answers telephones, records messages and ensures follow up.

- Makes photocopies and sends emails and faxes.
- Schedules appointments and maintains schedules.
- Follows-up on discrepancies identified on various accounts.
- Sources stationery and other items required.
- Undertakes delivery of goods and services, and maintains inventory.
- Assists with maintenance schedules for office machines and other items.
- Performs accounting functions and related tasks
- Handling of money orders
- Other related duties.

Minimum requirements

- **Must already possess legal authorization to work in the USA;**
- Possess a high school diploma or its equivalent;
- Speak, write and read English well;
- Good computer skills (Microsoft Office Suite, Outlook, internet research);
- Adhere to the Consulate General's no smoking policy in its Office and vehicles.

Knowledge, skills and qualities:

- Courteous and cooperative attitude.
- Discreet in all matters related to assignments, including confidentiality about information seen or heard.
- Possess the ability to multi-task, work independently and consistently with the capacity to handle various tasks with accuracy whilst maintaining a friendly and courteous disposition to all internal and external constituents of the Consulate General.
- Ability to adapt readily and work effectively and promptly under a variety of different conditions, including different people, situations and groups. Must also be able to re-tool and re- invent oneself as the situation necessitates.
- Experience in serving members of the public

Remuneration

United States dollars (\$1777.00) per fortnight

Benefits

Contributory Group Health Insurance Plan.

Gratuity on successful completion of two-year contract.

Send cover letter, resumé, copy of passport, copies of relevant educational certificates and two (2) written reference letters by email to cgnyconsulateinfo@foreign.gov.tt or post addressed to: The Consulate General of the Republic of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038, or by e-mail to , no later than **midnight on Sunday 3rd November 2024.**

UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED

*Administration
CG, NY
October 24, 2024*