



Government of the Republic of Trinidad and Tobago

Consulate General, Miami

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons for the position of **Chauffeur to Consul General** at the Consulate General of the Republic of Trinidad and Tobago, Miami:

CHAUFFEUR TO CONSUL GENERAL

Key Duties and Responsibilities:

- Drive the official vehicle for all assignments carried out by the Consul General (CG);
- Perform airport protocol assignments for the CG and visiting VIPs;
- Provide advice on recommended arrival and departure times, best travel routes, and adverse weather conditions;
- Deliver excellent Customer Service to the CG and VIPs;
- Ensure that the CG or VIP's door is open and that they are greeted in a professional and courteous manner;
- Assist the CG and VIPs with the loading and unloading of their possessions, as required;
- Complete collections and deliveries on behalf of the CG or VIP, if required;
- Preparation and handling of official mail;
- Ensure that the official vehicle is kept clean at all times, and properly maintained and serviced in consultation with Consul Security;
- Maintain the daily vehicle log book;
- Forecasting and responding to customers' questions and concerns; and
- Any other duties, which may be assigned by Consul General.

Education and experience:

- Possess a High School Diploma or its equivalent as a minimum education standard;
- Previous work experience as a chauffeur with a VIP;
- Possess a valid driver's license issued by the Department of Motor Vehicles of any of the fifty (50) States;
- Possess legal authorization to work in the United States of America (USA);
- High proficiency in English Language and Spanish as a first or second language; and
- Must be a citizen or lawful Permanent Resident of the USA.

Knowledge, Skills and Qualities:

- Courteous and accommodating attitude;
- Ability to be discreet in all matters related to assignments;
- High level of confidentiality;
- High level of efficiency;
- Ability to understand and carry out oral and written instructions;
- Extensive knowledge of the road networks of the City of Miami, all main highways, as well as the Miami International Airport and the Hollywood International Airports;
- Knowledge of all Florida traffic laws, regulations and speed limits;
- Safe driving record;
- Ability to multi-task, work independently and consistently with the capacity to handle various tasks with accuracy;
- Ability to use the vehicle's GPS systems; and
- Certification in Defensive Driving will be considered an asset.



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Benefits

- 15 days paid vacation leave annually, 21 days from 5th year of service
- 14 days' sick leave
- Option to subscribe to group health plan
- Starting salary of US\$1,749.00 fortnightly

The successful applicant will be required to provide a Police Certificate of Character or its equivalent. He/she will also have to meet the requirements of the Consulate General's security clearance.

Interested persons should submit their resume (including copies of driver's license and academic certificates) and two (2) referees (name and contact details) by either mail or email to:

**Consulate General of the Republic of Trinidad and Tobago
1000 Brickell Ave., Ste. 800, Miami, FL, 33131, USA**

consulatemiami@foreign.gov.tt

The deadline to submit applications is **September 21, 2026**. Mailed applications should be post marked by **September 21, 2026**.

Posted on: September 7, 2026