PERMANENT MISSION OF THE REPUBLIC OF TRINIDAD AND TOBAGO
TO THE UNITED NATIONS, NEW YORK
633 Third Avenue, 12th Floor, New York, NY 10017
Tel: 212-697-7620; Fax: 212-682-3580; Email: pmun-ny@trinbago.org

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Permanent Mission of the Republic of Trinidad and Tobago to the United Nations in New York:

Telephonist/Receptionist

Key Duties and Responsibilities:

- Serve as the first point of contact for all visitors to the Permanent Mission and ensure that they are received in a courteous, professional and diplomatic manner.
- Answer incoming telephone calls promptly, courteously and professionally, identifying the Permanent Mission appropriately.
- Recognize potentially sensitive, urgent or high-level communications and immediately bring them to the attention of the appropriate officer.
- Maintain a professional, calm and welcoming reception environment at all times.
- Perform additional duties as assigned.

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
- Possess legal authorization to work in the USA (Documentary evidence required)

Other Requirements

- Maintain a professional, neat and well-groomed appearance appropriate to a diplomatic and international working environment, recognizing that high-level or unexpected visitors may arrive at the Mission without advance notice.
- Exercise sound judgment when responding to requests for information and refer uncertain or sensitive inquiries to the appropriate diplomatic officer rather than attempting to provide an answer.
- Demonstrate punctuality, reliability and attentiveness.

- Comply with the Mission's policies regarding information security and the use of official equipment.

Required Skills and Competencies

- Having 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 November 30th 2026 Applications that are mailed must be postmarked by the deadline. Interested persons should submit their resume and relevant copies of required documents by mail or email to:

Head of Chancery
Permanent Mission of the Republic of Trinidad and Tobago
633 Third Avenue, 12th Floor, New York, NY 10017
pmun-ny@trinbago.org

Unsuitable/late applications would not be acknowledged