



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO, TORONTO

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EMPLOYMENT NOTICE

Applications are invited from suitably qualified persons for the following position at the Consulate General of the Republic of Trinidad and Tobago in Toronto:

CHAUFFEUR

JOB SUMMARY

Routine work in the care and operation of a light motor vehicle. Work involves operating the Consulate General's vehicle on assigned trips in accordance with provided schedules in and around Ontario. The applicant *must* be available to work nights and weekends

Duties and Responsibilities:

- Operates a light motor vehicle to transport personnel
- Ensure that vehicle is kept clean
- Check on oil, gasoline, water and tyres, change tyres and reports need of major repairs
- Perform related work as may be required

Minimum Qualifications and Experience:

- Possession a valid Ontario driving permit
- At least five to ten years' experience in operation of a motor vehicle
- Defensive driving certificate
- Good working knowledge of Ontario's transportation laws and regulations
- Must be a citizen or Permanent Resident of Canada or citizen of Trinidad and Tobago (Documentary evidence such as: Canadian Naturalization Certificate, Permanent Resident Card or proof of authorization to work in Canada required).

Skills, Competencies and Attributes

- Knowledge of the basic principles of automotive operations sufficient to detect defects in operations
- Skill in the safe operation of a motor vehicle
- Ability to understand oral and written instruction
- Ability to establish and maintain effective working relationships
- Discretion and confidentiality are essential

The successful applicant will be required to provide a Police Certificate of Character. Please forward applications via congentoronto@foreign.gov.tt or mail to the Consulate General to the attention of the Office of the Consul General. Deadline for applications: June 15, 2017.