



## 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:

#### **RECEPTIONIST (Temporary)**

##### **Key Duties and Responsibilities:**

- Answer inquiries telephone calls and interact with members of the public requiring service
- Advise customers of the basic requirements for applying for all services rendered at the Consulate General
- Direct clients and telephone calls appropriately
- Any other relevant duties as relevant

##### **Minimum Qualifications and Experience:**

- 5 CXC/GCE inclusive of English and Mathematics General Proficiency Level I, II or III, or Canadian equivalent;
- Previous clerical/ reception experience;
- 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**

- Proficiency in Microsoft Office Suite;
- Ability to communicate effectively with excellent telephone and interpersonal skills
- Ability to multi task
- Organized, meticulous and detailed-oriented;
- 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](mailto: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**.