



Consulate General of the Republic of Trinidad and Tobago

Tel: (305) 374-2199
Fax: (305) 374-3199
E-mail: consulatemiami@foreign.gov.tt

1000 Brickell Avenue
Suite 800
Miami, FL 33131

EMPLOYMENT OPPORTUNITY

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

RECEPTIONIST

Key Duties and Responsibilities:

- Welcome all visitors and advise of the requirements for applying for a passport or visa;
- Answer the telephone, provide relevant information and direct calls to respective officers;
- Maintain a register of all visitors to the Consulate;
- Maintain a register of all incoming mail;
- Assist with filing of official correspondence and passport applications;
- Any other duties which may be assigned by the Supervisor.

Minimum Qualifications and Experience:

- 5 CXC/GCE inclusive of English and Mathematics General Proficiency Level I, II or III, or equivalent;
- Previous clerical experience;
- Must be a citizen or Permanent Resident of the United States or citizen of Trinidad and Tobago (Documentary evidence such as: US Naturalization Certificate, Alien Resident Card or proof of authorization to work in the United States required).

Skills, Competencies and Attributes

- Proficiency in Microsoft Office Suite;
- Good interpersonal and communication skills;
- Ability to understand and follow oral and written instructions;
- Organized, meticulous and detailed-oriented;
- Performs well under pressure;
- Discretion and confidentiality are essential.

The successful applicant may 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 Birth and Academic Certificates) and two (2) reference letters by mail or email to:

1000 Brickell Avenue, Suite 800, Miami, Florida 33131, USA

consulatemiami@foreign.gov.tt

The deadline to submit applications is **Friday June 15, 2018**. Mailed applications should be post marked by June 15, 2018.