



## EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

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1708 Massachusetts Ave. NW  
Washington, DC 20036

## EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Embassy of the Republic of Trinidad and Tobago in Washington, DC:

### *Chauffeur*

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

- Drive the office vehicle for specific assignments;
- Ensure proper day-to-day maintenance of the assigned vehicle through timely upkeep;
- Report all issues with the functioning and upkeep of the vehicle to the Office Manager;
- Work a minimum of 40 hours a week and be available for before/after hours and weekend assignments.
- Ensure proper maintenance of daily vehicle log books;
- Required to assist with airport assignments including baggage handling when necessary;
- Greet passengers and assist them in entering and leaving the vehicle;
- Perform additional duties as assigned.

#### **Education and Experience:**

- Possess a High School Diploma or its equivalent;
- Previous work experience in a similar position;
- High Proficiency in the English Language;
- Possess a Safe Driving Record;
- Knowledge and understanding of all traffic laws, regulations and speed limits;
- Skills in minor vehicle repairs.

#### **Other Requirements:**

- Possess legal authorization to work in the USA (Documentary evidence required).
- Possess a valid driver's license issued by the DMV of any of the 50 US states;
- Extensive knowledge of the DC, Maryland and Virginia metropolitan area, main highways and airports: Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (Dulles) and Baltimore/Washington International Thurgood Marshall Airport (BWI);
- Alertness, with physical capacity to sit and stand for long periods and lift luggage and/or heavy cases;
- Good eyesight – normal night, colour and peripheral vision, as well as depth perception;

- Good hearing – ability to hear/recognize unusual vehicle sounds, horns, sirens, and other ordinary traffic sounds and warnings;
- Knowledge of traffic laws, regulations and speed limits;
- Ability to understand the specific vehicle operating and maintenance manuals and to operate every device in the car;
- Must be able to read and understand road maps, including knowledge of navigational devices and apps as well as travel instructions;
- Non-smoker as well as adherence to no alcohol use during work hours.

### **Qualities**

- Ability to be discreet in all matters related to assignments, including confidentiality of all information seen or heard;
- Having a neat appearance, 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.

### **Benefits:**

- 15 days paid vacation leave annually, 21 days from 4<sup>th</sup> year of service;
- 14 days sick leave;
- Possibility to subscribe to a group health plan.

The deadline to submit applications is **Friday May 21, 2021**. Mailed applications should be **post marked by May 21, 2021**. Interested persons should submit their resume and relevant copies of required documents by mail or email to:

**Head of Chancery**  
**Embassy of Trinidad and Tobago**  
**1708 Massachusetts Avenue, NW, Washington, DC, 20036**  
[embdcinfo@foreign.gov.tt](mailto:embdcinfo@foreign.gov.tt)

*Unsuitable/late applications would not be acknowledged*