



# Consulate General of the Republic of Trinidad and Tobago

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1000 Brickell Avenue  
Suite 800  
Miami, FL 33131

## EMPLOYMENT OPPORTUNITY

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

### CLERK

#### Key Duties and Responsibilities:

- Performs clerical office work of routine and repetitive nature;
- Liaises with service providers for maintenance and repairs of Office Equipment;
- Assists in Registry as required;
- Carries out incidental typing and operates standard office equipment which does not require specific training;
- Receives, locates and prepares material for submission to senior officers for necessary action in accordance with predetermine office procedures;
- Assists in arrangements for functions held at the Consulate;
- Assists in taking inventory of stock, furniture and other equipment and annual Board of Survey;
- Any other duties, which may be assigned by Officer in charge of Accounts and Head of Chancery.

#### Minimum Qualifications and Experience:

- 5 CXC/GCE inclusive of English, Mathematics and Accounts, General Proficiency Level I, II or III, or equivalent-(High School Diploma);
- Must be a citizen or Permanent Resident of the United States **OR**  
A citizen of Trinidad and Tobago who possesses Documentary evidence such as:  
US Naturalization Certificate, Alien Resident Card or proof of authorization to work in the United States as 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;
- Ability to establish and maintain working relationships with colleagues and members of the public
- 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](mailto:consulatemiami@foreign.gov.tt)

The deadline to submit applications is **Friday October 15, 2021**. Mailed applications should be post marked by **October 15, 2021**.