



## 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:

### *Receptionist/Telephonist*

#### Job summary

The Receptionist/Telephonist will be responsible for receiving visitors, operating the telephone switchboard and in so doing will be required to answer, screen, route calls, provide accurate information and take messages. The Officer will also be required to assist in the assigned daily operations of the Embassy and undertake follow-up action as directed by the line manager.

#### Key Duties & Responsibilities

- Answer the telephone, screen, direct calls and respond to calls and voice messages in a polite and timely manner.
- Operate the switchboard.
- Deal with basic queries and provide accurate information.
- Receive and usher visitors to the appropriate area/offices and offer refreshments as required.
- Receive and deliver messages accurately.
- Receive mail and packages and arrange delivery.
- Maintain the visitor's register and issue and log visitor passes as required.
- Performs additional duties as assigned.

#### Required Skills & Competencies

- Excellent communication and interpersonal skills;
- Discretion and confidentiality;
- Ability to communicate effectively both orally and in writing;
- Displays patience and good listening skills;
- Ability to work as part of a team;

- Ability to be creative in problem solving; and

### Qualifications and Experience

- Work experience of 3-5 years in a similar position. Experience in customer service is preferred;
- Minimum Requirement of High School Diploma or an Associate Degree;
- Must be a citizen or Permanent Resident of the United States or the holder of a valid A-2 Visa: documentary evidence is required.

***The successful candidate will be required to provide a Police Certificate of Character or its equivalent. He/She will also be required to meet the requirements of an Embassy security clearance.***

Applications should be submitted to:  
The Head of Chancery  
Embassy of the Republic of Trinidad and Tobago  
1708 Massachusetts Avenue N.W.,  
Washington, D.C., 20036

**By the deadline date of June 6, 2022.**

Alternatively, applications can be emailed to [embdcinfo@foreign.gov.tt](mailto:embdcinfo@foreign.gov.tt)

***Unsuitable/late applications will not be acknowledged***