



The American Embassy is accepting applications for the following position:

**Consular Secretary**

**Salary range \$26,121 - \$39,181/year**

The incumbent serves as a Consular Assistant. Responsible for carrying out the administrative duties of the Consular Section, including, inter alia, preparation of time and attendance reports, procurement requests, maintenance work orders, periodic consular workload reports and managing all paper flow, E2 travel vouchers, and calls for the Consular Section Chief and Deputy. Serves as the initial point of contact for all Embassy and public inquiries related to consular issues.

Interested candidates are required to possess the following skills and qualifications:

- **Education:** Completion of an Associate degree or its equivalent.
- **Experience:** A minimum of three years of experience in progressively more responsible administrative positions that involved customer service and writing for a professional audience.
- **Skills:** Listening, communication, organizing projects, enlisting team cooperation, professional correspondence, research, creating a hospitable public service environment, phone etiquette and working with clients in a stressful environment. Computer skills in data entry, spreadsheets and word processing (minimum of 40 words per minute is required). \*Candidate will be tested on proficiency in Excel and Word.
- **Language:** Level IV of English is required.

The complete Vacancy Announcement and Application forms are available online at: [http://nassau.usembassy.gov/job\\_opportunities.html](http://nassau.usembassy.gov/job_opportunities.html).

Electronic submission of applications must be submitted to the following email: [NassauHR@state.gov](mailto:NassauHR@state.gov) for consideration.

**Applications will not be accepted at the Security Gate of the Embassy.**

**Deadline: February 26, 2016.**

Due to the high volume of applications, unsuccessful candidates will not be contacted.