

*Embassy of the United States of America  
Port of Spain, Trinidad, W.I.*

# Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

## ***COMMERCIAL ASSISTANT***

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

**PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR  
ADDITIONAL INFORMATION.**

**STARTING SALARY:** TT\$144,297 Basis Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$162,315 per annum.

**Unsuitable applications will not be acknowledged.**

## BASIC FUNCTION OF POSITION

The incumbent assist U.S. businesses that are investing or doing business in T&T, maintain contact with ministries and agencies of the Government of Trinidad and Tobago, business associations, and local businesses, prepare routine demarches, country clearances, and correspondence, conduct research for and assist in the preparation of reports. Provide administrative/secretarial assistance for Economic/Commercial section. Coordinate for-fee commercial services.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1 **EDUCATION:** Completion of a Bachelor's degree in Business Studies, Management, Administration, Finance or a related field required.
- 2 **WORK EXPERIENCE:** Three to five years of progressively responsible experience in business operations or trade promotion required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Proficiency in the use of Microsoft Suite (Word, Excel and PowerPoint) required.
- 5 A good working knowledge of Trinidad and Tobago's economy, trade and investment practices, industries, business sectors, restrictions, organizations, customs, and key persons, as well as an understanding of American business practices required.

## TO APPLY

**Interested applicants for this position must submit the following or the application will not be considered:**

- A current resume or curriculum vitae along with the following information. **Failure to include the following information will result in an incomplete application:**
  1. Position Title
  2. Dates Available for Work
  3. First, Middle & Last Names as well as any other names used
  4. Current Address, Day, Evening, and Cell phone numbers
  5. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
  6. U.S. Social Security Number and/or Identification Number
  7. Eligibility to work in the Country (Yes or No)
  8. Special Accommodations the Mission needs to provide
  9. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
  10. Days available to work
  11. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
  12. U.S. Eligible Family Member and Veterans Hiring Preference
  13. Education
  14. License, Skills, Training, Membership, & Recognition
  15. Language Skills
  16. Work Experience
  17. References

## SUBMIT APPLICATION TO

Applications must be submitted no later than close of business July 10, 2014 to:

(Commercial Assistant)  
Human Resources Management Office  
United States Embassy  
15 Queen's Park West  
Port of Spain

**The U.S Embassy in Port of Spain is an Equal Opportunity Employer**

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.