



## **CAREER OPPORTUNITY CONSULATE GENERAL OF JAMAICA, NEW YORK**

Applications are invited from suitably qualified persons to fill the post of:

### **TELEPHONE OPERATOR**

- Manages and operates the Consulate's switchboard
- Performs various clerical duties as required, including logging and routing incoming mail
- Provides Receptionist services
- Assists with the preparation of Conference Room for functions
- Provides Attendant services

#### **Knowledge, Skills and Abilities Required**

- Knowledge of telephone consoles and related equipment
- Knowledge of customer service standards and procedures
- Ability to interact and communicate with people over the telephone, often in stressful situations
- Basic data entry and/or word processing skills
- Clerical and basic office skills

Applications should be submitted via email to [cg@congenjamaica-ny.org](mailto:cg@congenjamaica-ny.org) or mailed to the address below.

Consul General  
Consulate General of Jamaica  
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