

# **JOB OPENING: Receptionist/Secretary**

**OPEN TO:** All Interested Candidates who are Citizens of the United States of America or lawful Permanent Residents

**POSITION SUMMARY:** As a receptionist/secretary you will be the Consulate's first point of contact for all guests and applicants. It will be your responsibility to compassionately greet/welcome all Guests and Applicants, assist them with directions and with all appropriate information that they may need all the while maintaining the high level of the Consulate's image.

## **BASIC FUNCTION'S OF THE POSITION:**

- In charge of the Front Office Desk and Main Telephone Line.
- Receive Consulate's Guests and Applicants with courtesy and professionalism.
- Promptly responding to all consular/ visa related enquiries sent by e-mail.
- Handling all incoming/outgoing mail and distributing them accordingly.
- Ensuring all outgoing mail is processed, mailed or collected and picked up by the relevant mailing agent

## **QUALIFICATIONS REQUIRED:**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- **Education:** College Graduate.
- **Experience:** Minimum of one year experience as Receptionist/Secretary.
- **Language:** Fluent in English.
- **Skills and Abilities:** Excellent Computer skills (Microsoft Word, Excel and Outlook) switchboard experience and capable of handling multiple demands of customers/applicants.

**HOW TO APPLY:** All resume should be sent to the address below through postal services or Email us at [info@liberiaconsulate-ny.com](mailto:info@liberiaconsulate-ny.com)

Consulate General of Liberia  
228 East 45th Street  
Suite 602  
New York, NY 10017

*The Consulate General of the Republic of Liberia in New York provides equal opportunity and fair and equitable treatment in employment to all Employees.*

**ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEW.**