



## EMBASSY OF ERITREA

1708 NEW HAMPSHIRE AVENUE N.W.  
WASHINGTON, DC 20009  
Tel: 202 319 1991 Fax: 202 319 1304

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### Vacancy Announcement

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Title: Consular Clerk  
Posting Period: Open Until Filled

The Embassy of Eritrea in Washington DC is looking for an experienced and reliable Administrative & Consular Clerk who can perform various administrative and clerical duties.

The successful candidate will be a front-end representative of the Embassy and must have a polite, respectful and friendly disposition.

#### **Job Tasks/Responsibilities:**

- Greet and provide prompt and professional services to visitors.
- Utilize telephone systems; incoming; outgoing and internal transfers.
- Perform general office duties such as answering telephones, copying, scanning and filing.
- Maintain electronic filing systems and records.
- Sort and distribute incoming mail and prepare outgoing mail.
- Other duties as assigned.

#### **Requirements:**

- Demonstrated 2+ years experience in an office clerical/administrative position.
- Fluent in English, Tigrigna & Arabic preferred.
- Excellent customer service skills.
- Excellent written and oral communication skills.
- Ability to multi-task; plan and organize work.
- Focus and commitment to work accuracy and integrity.
- Ability to take direction and work with minimal supervision.
- Flexibility and ability to work within a team and autonomously.
- Knowledge of other languages is an advantage.
- Demonstrated track record of reliability and dependability.
- Basic computer skills and knowledge of MS Office.
- Must have a High School Diploma at minimum.
- Must be eligible to work in the United States.

#### **How to apply:**

- Interested applicants must submit letter of intent and current resume via e-mail to [jobs@embassyeritrea.org](mailto:jobs@embassyeritrea.org). Applications will be accepted until filled.