



EMBASSY OF ERITREA

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

Job Vacancy Announcement

Title: Consular Clerks (Full-time & Part-Time)
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.
- High School Diploma required.
- 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. Applications will be accepted until filled.