

Vacancy – Embassy of Grenada to the United States

Position: Chauffeur/Office Attendant

Job Description: (Roles and Responsibilities)

The Embassy of Grenada is seeking applications for a Chauffeur/Office Attendant. The position requires a flexible schedule and the ability to maintain confidentiality. The ideal applicant must be able to effectively communicate and work under time restrictions.

- Providing transportation to Ambassador and official visitors
- Keeping the vehicle clean, serviced, and maintained in line with the policy of the Embassy and the manufacturer's manual.
- Keeping an accurate record of all journeys in a vehicle logbook
- Compliance with the Embassy's transportation/technology policies
- Perform other duties as assigned including but not limited to office support tasks.

Skills and Experience:

- Impeccable driving record with a valid and clean driving license
- Minimum of 6 years of driving experience with preference given to applicants who have worked as chauffeurs for diplomats, executives, or VIP personnel.
- Basic administration/IT skills, including Microsoft Office, to perform data entry, internet research and to schedule appointments.
- Ability to work flexible hours, including occasional early mornings, late evenings, and weekends, sometimes on short notice.
- Good customer service and communication skills
- Convoy and police-escorted driving experience a plus

Application Deadline: October 10, 2023

Type of Position: Hourly

- Working Hours: 40+ hours per week
- Contract: 3-month probationary period followed by annual contract thereafter.
- Compensation: \$18/hour (\$27/hour on weekends)
- Benefits: Medical, Dental, and Vision for employee only beginning at start of annual contract.
- Requirements: Applicant must be one of the following: (1) Grenadian Citizen, (2) US Permanent Resident, (3) U.S. Citizen

Please submit a cover – letter and resume to info@grenadaembassyusa.org.