

The American Consulate General

Requires a

SENIOR EXECUTIVE SECRETARY

Salary: FSN 7 – \$67,848

Full-Time (40 hours per week)

The successful applicant will perform the full range of secretarial duties to the Consul General, including scheduling appointments and meetings, drafting and preparing correspondence, arranging representational functions and assisting with social media updates. The position requires a minimum of three years of experience in a position of responsibility at the Executive Secretary level. Strong interpersonal skills are required. The successful applicant must be proficient with Microsoft Office programs particularly Word, Excel and Outlook. Applicants must be able to pass security background check and pre-employment medical examination in order to be considered. For further details and information on how to apply for this position, please visit our website:

<http://Hamilton.USConsulate.gov> or email: HamiltonHR@state.gov

Closing date for applications: February 1, 2016