

**Embassy of Bangladesh**  
**Tokyo**

**Vacancy for Receptionist (01 post)**

**Job details:**

- Attend telephone calls
- Translate various communications and contents from Japanese to English and vice-versa
- Discharge any other assigned tasks

**Required qualifications:**

- Minimum bachelor degree from a recognized institution/university
- Proficiency in English as well as Japanese
- Strong command over computer and internet usage
- Readiness to work under pressure and take challenges
- Good at interpersonal communications and team work

**Benefits:** Please ask to know about salaries and other benefits (bdembassy.tokyo@mofa.gov.bd)  
Tell: 03-34325801 (ext-308).

**Application closing:** 25 May 2017