

Embassy of Bangladesh  
Vacancy Announcement

The Commercial Wing of Bangladesh Embassy in Tokyo wishes to recruit an **Office Assistant** in the Commercial Wing.

Applicants are requested to send a CV with 02 (two) passport size colour photos **by post** (not by e-mail). These are not returnable. Non-Japanese with the working level knowledge of the Japanese language are encouraged to apply. Only the short-listed candidates will be informed.

Since the Embassy is going to have a series of programmes for the coming years including the 50<sup>th</sup> founding anniversary of the nation in 2021, a person who is willing and able to work for a long time is sought after.

**Required qualifications and experiences:**

- Bachelor's degree or above from a recognized university in Japan or abroad
- Fluency in spoken and written English and Japanese
- Positive and cooperative attitude
- Excellent interpersonal and communication skills
- Willingness to work under pressure
- Strong team work and multitasking skills
- Excellent computer and IT skills
- Working experience in an international working environment

**Job details:**

- Organizing trade fairs, seminars, meetings, tours etc. including an out-of-office assignment
- Assist the Commercial Counsellor in preparing reports, communication etc.
- Translation
- Interpretation
- Provide additional support as required from time to time

**Remarks:**

Information regarding the remuneration may be provided upon request by e-mail only. No social insurance (Shakai Hoken) coverage. We follow our own Embassy holidays.

**Note:**

This vacancy is open until the post is filled. The application is to be sent **by post** to the address shown below.

Commercial Counsellor  
Embassy of Bangladesh  
3-29, Kioicho, Chiyoda-ku, Tokyo 102-0094

E-mail: [commercialcounsellortokyo@gmail.com](mailto:commercialcounsellortokyo@gmail.com)