

**Embassy of Bangladesh
Tokyo, Japan**

The Embassy of Bangladesh in Tokyo invites applications for the post of **Office Assistant** for the Press Wing.

Interested persons meeting the required qualifications are welcome to apply. Eligible candidates may send CV with two (2) copies of passport size color photographs to the address or email mentioned below.

Required qualifications:

- Minimum bachelor's degree from any recognized university, preferably in Journalism or English
- Fluency in Japanese and English language (both in written and spoken)
- Interpretation skills from Japanese to English and vice-versa
- Must have computer literacy and sound IT skills
- Excellent interpersonal communication skill
- Positive and cooperative attitude
- Willingness to work under pressure

Job details:

- Assist in Press Wing's activities under the supervision of wing head
- Monitor local media on regular basis
- Summarize and translate media reports, press releases or other documents from Japanese to English and vice-versa
- Interpret in different meetings, press briefings etc.
- Assist in arranging meetings, seminars etc.
- Keep office records and maintain files
- Carry out any other activities assigned by the Embassy

Salary and benefits:

Please inquire at email: bdembassy.tokyo@mofa.gov.bd and Tel. no. 03-3234-5801 (Ext- 211).

Address: Embassy of Bangladesh, 3-29, Kioicho, Chiyoda-ku, Tokyo 102-0094.

Last date of application: 30 May 2019