

**Embassy of Bangladesh
Tokyo, Japan**

The Press Wing of the Embassy of Bangladesh in Tokyo invites applications for the post of **Office Assistant**. The recruited person will be assigned to the Press Wing.

Interested persons who meet 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 a recognized university, preferably in Journalism or English
- Fluency in both written and spoken in Japanese and English
- Interpretation skills from Japanese to English and vice-versa
- Possess knowledge of the media of Japan
- Strong command over IT, Computer and Internet usage
- Excellent interpersonal communication skill
- Positive and constructive attitude
- Willingness to work under pressure and take challenges

Job details:

- Assist Second Secretary (Press) in Press Wing's regular activities
- 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.
- Communicate with Japanese media
- Help in arranging meetings, seminars, symposia and tours
- Keep office records and maintain files
- Carry out any other activities assigned by the Embassy

Salary and benefits: Please inquire to know about salaries and other benefits, email: bdembassy.tokyo@mofa.gov.bd and Tel. no. 03-3234-5801 (Ext-100).

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

Last date of application: 06 April 2018.