

Embassy of Bangladesh
Vacancy Announcement

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

Required qualifications and experiences:

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

Job details:

- Assist the Commercial Counsellor in preparing reports, communication etc.
- Organizing trade fairs, seminars, meetings, tours etc. including an out-of-office assignment
- Interpretation/Translation etc.

Remarks:

- A person who is willing and able to work for a long time is sought after.
- We follow our own Embassy holidays.
- No social insurance *Shakai Hoken* coverage.
- Non-Japanese with the working level knowledge of Japanese are encouraged to apply.
- For a parent, we will issue the certificate of employment required for the *Hoikuen* nursery upon request.
- Inquiries regarding this post may be made to the following e-mail address:
commercialcounsellortokyo@gmail.com
- Only the short-listed candidates will be informed.
- This vacancy announcement is open until the post is filled.

Applicants are requested to send a **CV** with 01 passport size, colour **photo** with a forwarding letter stating '**how you can contribute to the Embassy, if hired for this post**'. The application documents are to be sent to the address shown below **by post** (not by e-mail). It is not returnable.

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