

# **Bilingual Secretary (m/f)**

**The Mission of Japan to the EU located in 1040 Brussels wishes to hire a bilingual(English – French) secretary/receptionist**

## **Your profile**

- Experience in an administrative function
- Good writing and speaking skills in French and in English (native level)
- Knowledge of the functioning of the European institutions is a plus
- Rigorous and very organized
- Excellent interpersonal skills and discretion
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook etc.)
- Work permit for Non-EU citizens

## **Job description**

- Secretariat and administrative support to diplomats: Arranging appointments/reservations, updating contact information, managing outlook calendars.
- Taking calls and receiving visitors at the reception
- Occasional documentary research
- Contact with European institutions and with the Belgian protocol service, etc.
- Working hour: 35hours/week
- 1 year contract and possibility of contract renewal (maximum 2 years in total)

Please send your CV (with a photo) and cover letter (both in English) to: [recruit@eu.mofa.go.jp](mailto:recruit@eu.mofa.go.jp)

Only shortlisted applicants will be contacted. Submitted documents will not be returned.