

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

**The Mission of Japan to the EU located in 1000 Brussels wishes to hire a bilingual secretary (English – French)**

## **Your profile**

- Experience in an administrative function is highly desirable
- Good sense of public relations
- Knowledge of the functioning of the European institutions is a plus
- Good writing and speaking skills in French and in English
- 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: Arranging appointments/reservations, making list of participants, updating contact information, managing outlook calendars.
- Support to diplomats
- Occasional documentary research
- Contact with European institutions and with the Belgian protocol service
- 35hours/week working hour
- Fixed term contract (Replacement for maternity leave)

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

**Deadline: Wednesday 10 June at 18:00 pm Brussels time**

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