

The Mission of Japan to the EU located in 1000 Brussels wishes to hire a **bilingual secretary (English - French), (m/f)**.

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

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

Offer:

- 35 hours/week working hour
- Fixed term contract: 1 year

Interested?

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

Deadline: Sunday 30 August at 18:00 p.m. Brussels time

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