

BILINGUAL SECRETARY

The Mission of Japan to the EU in Brussels wishes to hire a bilingual (French and English) secretary, (m/f) starting in either late-October or the beginning of November, 2017.

Job description

- Administrative and personal support to diplomats.
 - Maintaining diaries and arranging appointments/reservations.
 - Answering calls, taking messages and handling correspondence.
 - Receiving visitors at the reception.
- Research of information.
- Contacts with European institutions and with the Belgian protocol service, etc.

Your profile

- Experience in an administrative/secretarial function preferable.
- Excellent verbal and written communication skills in French and English (native level).
- Knowledge and understanding of Dutch is a plus.
- Knowledge of and interest in EU affairs (foreign relations, justice and home affairs).
- Understanding of Japanese working culture is a plus.
- Computer literacy (Word, Excel, Outlook etc.).
- Rigorous and very organised.
- Excellent interpersonal skills and discretion.
- Work permit required for Non-EU citizens.

Interested?

Please send the following documents in English to recruit@eu.mofa.go.jp:

- Your CV (with an ID picture)
- A cover letter (one page maximum)

The deadline for the applications is 13 October (Friday). Applications, however, will be reviewed on a rolling basis and the position will be filled as soon as we find the right candidate. Only shortlisted applicants will be contacted. Submitted documents will not be returned.