



Embassy of the Kingdom of Belgium
in Tokyo

Nibancho 5-4, Chiyoda-ku
102-0084 Tokyo
T +81 3 3262 0191
F +81 3 3262 0651
E-mail: tokyo@diplobel.fed.be
www.diplomatie.be/tokyo

Published on 1 December 2021

JOB OFFER

Administrative Assistant

The Embassy of Belgium in Tokyo is hiring a customer-friendly Administrative Assistant - One-year contract - renewable (Ref : BEL/TYO/2021/POL1)

Job Description:

- Support the activities of the political section of the Embassy, with a focus on cultural and academic activities
- Full-time job in a dynamic and pleasant working environment

Example of missions:

- Translate documents (emails, letters, articles, social media posts, etc.) from Japanese to English and vice-versa
- Provide translation support (Japanese to English) during speeches, operational meetings, etc.
- Draft official correspondence
- Contribute to the logistical organization of official visits as well as events hosted by the Embassy (arrange agendas, schedules, transportation, catering, equipment, etc.)
- Provide customer-oriented and efficient assistance to citizens of partners visiting or calling the Embassy
- Manage small accounting tasks under the supervision of the manager
- Carry out various secretarial tasks
- Other missions, depending on the needs

Required profile

- Excellent oral and written knowledge of Japanese (native level mandatory)
- Excellent command of English, both written and oral
- Knowledge of Dutch and/or French is considered an asset
- Good IT knowledge (MS Word, Excel, Outlook), good command of SNS (Facebook, Twitter etc.)
- Strong organizational abilities, as the successful candidate will need to be flexible and able to work unsupervised to keep on top of the workload and changing priorities
- Good communication and interpersonal skills, good team player
- Any previous work experience in Embassy, public service, communication, PR, office management is an asset

Conditions

- Fixed-term contract for one year renewable, with a trial period of three (3) months
- Working hours: 40 hours/week
- Advantages: Competitive salary, public transport refund, medical check-up, twenty (20) statutory holidays
- Estimated starting date: January 2022

Application procedure

- **Send your CV and cover letter in English no later than Sunday January 2d, 11PM** (Tokyo time) **to tokyo@diplobel.fed.be** clearly stating “Administrative Assistant - BEL/TYO/2021/POL1” in the subject line.
- After a first screening based on CV and cover letter, selected candidates will be invited for a written and oral test to assess their skills, motivation and linguistic competences.
- A second screening will be operated and short-listed candidates will be invited for an interview.

Questions ?

- If you have a question about this job offer, don't hesitate to send it per email to tokyo@diplobel.fed.be.