

JOB OPPORTUNITY

Position: Ambassador's Secretary

The Secretary will also provide administrative support to the Cultural Section.

Start date: April 25, 2022 (Adjustable if a longer notice period is required for employers)

Prerequisites:

- University Graduate
- Knowledgeable in Microsoft Office
- Excellent oral and written skills
- Must be a team player, diligent, organized, highly disciplined, possess excellent time management skills and the ability to work with minimum supervision.
- While not a requirement, Japanese language proficiency is an asset

Applicants must submit (by email, hand or post) a CV with a recent photograph, and a 500-word essay on **“What can I contribute to the Embassy”** by March 25, 2022.

Shortlisted applicants will be contacted for an interview in early April 2022.

Applications may be submitted to the Embassy of Japan in Barbados by:

• **E-mail:** barbados@rt.mofa.go.jp

Subject: Job Application - (YOUR NAME)

• **Post or Hand**

P.O.BOX 1319, Building 2, Ground Floor,

Chelston Park, Collymore Rock,

St. Michael

Tel : 538-5700

<https://goo.gl/maps/psqNES9TFijCXFmf6>