

JOB OPPORTUNITY

The Embassy of Japan in Barbados, concurrently accredited to Antigua and Barbuda, St. Christopher and Nevis and Dominica, is seeking a highly motivated, team-oriented individual for the position of **Team Assistant**.

Job Description:

The Team Assistant provides assistance and general administrative support to the Embassy and its projects, under the supervision of the relevant section head, and is responsible for the following key functions:

- Oversee scheduling, reservations, and general appointments for Embassy staff and officials.
- Manage invitations, mailings, and distribution of Embassy materials
- Maintain organized and up-to-date physical and electronic filing systems.
- Maintain internal and external contact lists.
- Assist incoming and outgoing Japanese officials with their relocation.
- Provide administrative assistance to the various Embassy divisions as needed.
- Undertake other duties related to Embassy operations as directed.

Reporting and Supervision Structure:

- Daily Work Instruction and Reporting: Section Heads of the respective Embassy divisions.

Working hours: 8:00 to 12:00 and 13:00 to 16:45 (Mon-Fri).

Lunch break: from 12:00 to 13:00.

Salary varies according to education and work history.

Start date: Monday, February 02, 2026 (Adjustable if a longer notice period is required)

Minimum Requirements:

- Valid legal status to work in Barbados.
- A bachelor's degree.
- At least two years of professional work experience.
- Knowledge of Japanese is not mandatory but highly advantageous.

Qualifications to be considered:

- An excellent command of verbal and written English is essential.
- Ability to work independently and in a team.
- Excellent administrative skills (scheduling, organizing, time management), IT and social media skills, including working knowledge of Microsoft Outlook, Excel, Word, and Instagram etc.
- Experience working in an international environment is considered an asset.

Applications must be submitted via email only by Friday, January 09, 2026.

Interested candidates should submit:

1. CV with a recent photograph and two references.
2. Copies of academic certificates/diplomas (Bachelor's degree or higher).
3. 500-word essay on "What can I contribute to the Embassy".
4. Shortlisted applicants will be contacted for an interview in mid-January 2026.
5. Shortlisted applicants will be required to provide a Police Certificate of Character issued by the Barbados Police Service.

E-mail: application@rt.mofa.go.jp

Subject: Job Application - Team Assistant (YOUR NAME)

Tel: 538-5700