

Job Vacancy

An assistant
The Embassy of Japan in the Republic of Latvia

5 February, 2021

Employment condition and Position

Term: From April, 2021 (TBD)

Working Hours : Full Time Job (from 09:00 to 17:30 on weekdays)

Position : Assistant of the Embassy of Japan

Duties include;

- Assisting accounting duties.
- Assisting general administration duties.
- Undertake Ad hoc researches on administrative issues.
- Latvian and English translating duties.
- Representative phone reception / consular reception

Requirements;

- Relevant University degree
- Sufficient proficiency of Latvian and English (Japanese will be considered as an advantage)
- Basic Latvian Accounting knowledge
- Proficient PC skills (MS Word, Excel, Outlook, Power Point, etc.)

To Apply;

If you are interested in this position, you shall submit your CV (attached with your photograph), cover letter stating 1) how you are qualified for this position, 2) a short essay about your perspective on your future and 3) contact information (e-mail address and telephone number) to the following address by post or by e-mail as PDF format of attached files (*). The deadline for submitting documents is 15:00 on 10 March (Wed), 2021.

Address: General affairs Section, Embassy of Japan in Latvia
Vesetas iela 7, Riga, LV-1013

Phone: +371-6781-2001

Email: adminlv@rg.mofa.go.jp

No documents will be returned. Personal information and the documents you submit will be used only for purposes related to this Job Vacancy and will not be used for any other purpose. As a general rule of the Embassy, only candidates who pass the selection and interviews will be notified the results.

* The candidate who passes the selection and interviews shall submit the original documents later.

** Embassy will require to submit a criminal record certification before hiring.