



EMBASSY OF ESTONIA  
TOKYO

**Embassy of the Republic of Estonia in Tokyo is looking for a local staff member as**

## **SECRETARY TO THE EMBASSY**

**Interesting work** involving exciting and broad range of activities at Estonian Embassy in Tokyo is available.

### **Main tasks:**

The main tasks of the Secretary are to coordinate the administrative work of the Embassy and to assist the Ambassador and other diplomats of the Embassy. The duties involve drafting and formalising official letters and documents, monitoring the Ambassador's schedule, arranging meetings, serving Embassy's guests, answering phone calls and e-mails, translation work, supporting the organisation of Embassy events, and archiving.

### **You are a suitable candidate if you:**

- have secondary education (preferably vocational secondary education linked to the area of activity);
- speak English (at least B2 level) and Japanese (at least C1 level);
- are aware of protocol and etiquette;
- are precise and correct in matters related to office management, have a sense of duty, are willing to cooperate and able to learn, have good communication skills and are friendly;

### **Advantages for selection:**

- have good general knowledge of both Japan and Estonia;
- have previous experience as a secretary or personal assistant;

### **What we can offer:**

- exclusive and exciting working environment at Estonian Embassy in Tokyo;
- a chance to join our international startup nation team, connecting Japan and Northern Europe;
- relatively flexible working hours;
- opportunities for training and developing new skills;
- competitive salary.

To apply for the position, **please e-mail your CV (in English) and a short letter of motivation** together with two references to The Embassy of Estonia in Tokyo at [Embassy.Tokyo@mfa.ee](mailto:Embassy.Tokyo@mfa.ee) .

**The deadline for applications is 23 October 2023 (incl.).**

Start date: As soon as possible

Employment type: employment contract in accordance with Japanese law

Location: 2- 6- 15 Jingu-mae, Shibuya-ku, Tokyo 150-0001, Japan

Any questions regarding the position should be e-mailed to [Embassy.Tokyo@mfa.ee](mailto:Embassy.Tokyo@mfa.ee) .

The Embassy of the Republic of Estonia in Tokyo does not mediate activities related to the registration of residence and employment and does not cover living costs.