

VACANCY

Diplomatic Mission

REQUIRES A

ADMINISTRATIVE ASSISTANT

(3 month position)

Responsibilities

- Assisting with administrative duties that involve accounting functions
- Liaising with external parties
- Perform all other related tasks as required

Requirements

- Bachelor's degree or above
- Able to function in a multicultural environment as a part of a team
- Excellent oral and written communication skills
- Highly computer literate (Microsoft Word, Excel, Outlook etc.)
- Superb time management, analytical and reporting skills, with the ability to prioritize and meet deadlines
- Able to build and maintain essential external relationships
- Permanent residency in Trinidad and Tobago

Interested applicants should submit a cover letter and resume

NO LATER THAN May 3, 2023

to

embassyofjapan@po.mofa.go.jp

or

EMBASSY OF JAPAN PO BOX 1039, PORT OF SPAIN

Attn: Koichi MATSUMOTO(Mr.)

SHORT LISTED APPLICANTS WILL BE INVITED FOR INTERVIEW.

TELEPHONE INQUIRES WILL NOT BE ACCEPTED.