

The Embassy of Japan seeks Secretary to the Management

1. Qualifications

- (1) Age: 25-40
- (2) Education: university graduates or above
- (3) Experience: having worked as secretary for more than 3 years
- (4) Residence: having lived in U.A.E. for more than 3 years

2. Required Skills

- (1) Language: **English and Arabic**
- (2) Computer: Word, Excel and Power Point
- (3) Business writing

3. Application

Please submit the following documents in **English** to the Embassy **by E-mail or by Post**
Only.

- (1) CV with a recent photo
- (2) (For non-native speakers) English proficiency certificate such as IELTS or TOEFL

Embassy of Japan in the U.A.E.
P.O.Box 2430, Abu Dhabi
recruit@ab.mofa.go.jp

Deadline: August 31st (Monday)