



## JOB VACANCY ANNOUNCEMENT

**VA#:** VA-2016-01

**Opening Date:** October 24<sup>th</sup>, 2016

**Closing Date:** November 4<sup>th</sup>, 2016

**Position Title:** Administrative Assistant / Assistant to Ambassador

**Salary:** USD \$ 30,000~ (Annual)

**Duty Station:** Embassy of the Republic of Palau in Japan

### **Duties and Responsibilities:**

- Assistant to Ambassador
  - Manage, organize, and coordinate scheduled meetings, seminars, events, receptions, etc.
  - Attend meetings upon request and take notes
- General Administrative duties
  - Assist administrative work, including financial accounting
  - Receive inquiries and answer thru phone/fax/email/mail.
  - Communicate with home office and other ministries in Palau as well as Japanese Government Offices

### **Minimum Qualifications and Requirements:**

Bachelor's Degree

Confident with communicating in English and Japanese

### **Competencies, Values, and Skills:**

Communication

Teamwork

Professionalism

Basic Computer skills (Word, Excel, etc.)

Accounting background preferred

Secretarial skills preferred

Please contact us for any questions. Send us your Application and CV to the following.

Address applications and inquiries to Mr. TANAKA at Palau Embassy Tokyo

Address: 1-1-201 Katamachi, Shinjuku-ku, Tokyo 160-0001 JAPAN

Tel: (+81) 03-3354-5500

Email: [careers@palauembassy.or.jp](mailto:careers@palauembassy.or.jp)