

Job Opening

Job Category: Mission Secretary

Employment Type: Full Time

Job Location: Mita, Minato-ku, Tokyo

Qualifications:

- Education: Bachelor degree
- TOEIC: 900+
- Work Experience: 4+ year experience
- Language: Ability to speak, read, and write both Japanese and English. .
- Skills: Good working knowledge of Microsoft Office
Good working knowledge of administration and filing
Good communication skill
Ability to adapt to a new environment and circumstances

Please note that this position is qualified for a person who is currently residing in Japan and holding a Japanese residency permit. Only candidates selected for an interview will be contacted.

Submit Application to:

Embassy of the State of Kuwait

Human Resource Dept.

4-13-12 Mita, Minato-ku

Tokyo 108-0073