

Embassy of the State of Kuwait in Tokyo

Job openings

1. Executive Secretary for the Ambassador

Qualifications:

- Japanese native speaker -Female
- 4-year university graduate
- At least 5 years of proven professional experience in secretarial and clerical work
- Highly motivated – Good communication skills
- Fluency in written, read and spoken English (TOEIC 860 and above)
- Above the age of 30

2. Receptionist

Qualifications:

- Japanese native speaker-Female
- At least 2 years of proven professional experience in secretarial and clerical work
- 4-year university graduate
- Highly motivated – Good communication skills
- Fluency in written, read and spoken English (TOEIC 860 and above)
- Above the age of 30

3. Public Relations Officer

Qualifications:

- At least 5 years of professional experience in public relations and events planning
- Proven record of experience in corporate PR/marketing, or an experience with PR agency
- 4-year university graduate
- Highly motivated - Project management and communication skills
- Fluency in written, read and spoken English (TOEIC 860 and above)
- Fluency in written, read and spoken Japanese
- Above the age of 30

Send CV (English/Japanese) with a photo to,
Human Resource Department,
Embassy of the State of Kuwait in Tokyo
4-13-12 Mita, Minato-ku, Tokyo 108-0073

No telephone and email inquiries