

VACANCY: RECEPTIONIST

The Embassy of the Republic of Botswana to Japan is seeking a talented, experienced, proactive, innovative and self-driven individual to fill the above mentioned position.

Salary: JPY 3,977,779 to JPY 5,581,675 per annum

Benefits:

- Contribution to Social Insurance (Embassy 50% and Employee 50%)
- Contribution to Labour Insurance
- Gratuity provided employed for 5 years continuous service
- Bonus equivalent to 1 month salary

Leave: 24 working days per annum

Requirements:

- At least High School qualification
- Fluent in both English and Japanese
- Good communication skills (written and verbal)
- Positive attitude
- Multi-tasker
- Excellent computer skills (Microsoft Office Suite, social media, etc)
- Detail oriented
- Team oriented
- At least 2 years experience as Receptionist or in customer service environment
- Having worked in an Embassy will be an added advantage

Duties and Responsibilities of the Job:

- Operate the switchboard
- Receive Embassy guests
- Perform Office duties such as handling mail, typing, translating documents, photocopying, scanning, faxing, etc
- Maintain security by managing access into the Embassy
- Responding to routine enquiries on Botswana and the Mission
- Assist in preparation of official events
- Coordinate maintenance visits for works in the Chancery
- Perform any other duty assigned from time to time

Applications: Applicants should provide the following;

- Curriculum vitae
- Copies of passport, Identity card, and resident permit
- Copies of educational certificates

- At least one (1) reference

Applications should be sent to: Embassy of the Republic of Botswana, 6F, ACN Building, 4-5-10 Shiba, Minato-ku, Tokyo 108-0014 or or, botjap@sepia.ocn.ne.jp

Closing date: 6th October 2023

For further information required, please contact the Embassy at Telephone no: 03 5440-5676