

EMBASSY OF JAPAN IN BELIZE

VACANCY ANNOUNCEMENT

Japanese Embassy in Belize (Belmopan) is seeking candidates to fill the position of;
Secretary/Office administrator and Driver,
(1 year contract, renewable)

Qualifications and Experiences

Secretary/Office administrator

An Associate Degree in Business Administration or a related discipline is required.

Five (5) years working experience in a similar position.

Must have PROFICIENCY knowledge of computer and information technology, including Word, Excel, PowerPoint and Outlook.

Speaking/reading/writing skills of Spanish is an additional asset.

Driver

Five (5) years driving experience with clean driving license.

Experience as a professional driver is asset.

All applications with biodata must be submitted by Sunday, March 31, 2019 to:

embassy@bf.mofa.go.jp under the title of "Application" .

Applications should include the name, address and email address of two referees.

We thank all applicants for their interest, however only short-listed candidates will be contacted by April 5, 2019.