

Application requirements for a full-time position as Embassy staff of the administration section

The Embassy of Japan in Denmark has a vacancy for a full-time position as staff member of the administration section.

1. Application requirements

- (1) The right of permanent residence or permission for stay and work in Denmark.
- (2) Fluent in Danish, Japanese and English in conversation, reading and writing.
- (3) Residential address within the City of Copenhagen or surroundings.
- (4) Basic computer skills (especially Microsoft Office: Word, Excel, and PowerPoint).

2. Conditions

- (1) Salary: Based on Embassy regulations.
- (2) Working hours: Monday to Friday 8:30-16:30, including one-hour lunch break.
Overtime and work during weekends may also be requested.
- (3) Expected starting date: 2nd November 2020

3. Work place

Embassy of Japan in Denmark
Havneholmen 25, 9F, 1561 Copenhagen V

4. Job description

- (1) To deal with administration and management of the Embassy, such as accounting services, communicating with financial institutions, companies, and landlords etc., planning and managing official events.
- (2) To maintain buildings, offices, residence and equipment in the Embassy.
- (3) To translate documents such as contract agreements both from Danish/English to Japanese as well as Japanese to Danish/English.
- (4) To perform secretarial duties such as arranging appointments, schedules for diplomats and visitors from Japan etc.

5. Application

- (1) Please send the following documents to the Embassy by email
Email: recruit.embassyofjapan@ch.mofa.go.jp
- (2) A cover letter and CV (in English) including reasons for your application with

your photo attached

(3) A copy of “Certificate of No Criminal Record”

6. Notes

- *Those who do not have a valid work permit in Denmark will not be considered.*
- *Your application should be reached the Embassy no later than 25th September 2020, and the application documents will not be returned.*
- *The Embassy will contact only those who are selected for an interview. Please refrain from telephone and email inquiries.*