

**URGENTLY REQUIRED** Embassy of Japan – Riyadh

# **BILINGUAL SECRETARY/ASSISTANT**

## **Requirements:**

- University graduate
- Native Arabic speaker with good writing skills
- Ability to type Arabic and English
- Ability to translate from Arabic into English and vice versa
- At least three years of previous experience as a secretary or assistant, preferably in a diplomatic mission, government entity or an international organization
- Good communications skills
- Valid transferable Iqama

## **Job description:**

A successful candidate will work as secretary/assistant at the embassy. S/he will organize schedule for senior officials, make appointments, draft official letters, conduct required research works and summarize news.

**Send CV by November 14th, 2019**

**To: Administrative Officer, Embassy of Japan in Riyadh  
admin@rd.mofa.go.jp – Fax: 011 488 0189**