

**RECRUITMENT BY EMBASSY OF JAPAN IN LITHUANIA**

**We are looking for a new staff member for the cultural section of our Embassy. If you are interested in, please check the following details and apply through the Simplika's home page.**

**Type of Staff: OFFICE CLERK / SECRETARY TO DIPLOMATS**

**Responsibilities:**

Prepare and implement cultural events;  
Interpretation for diplomats, other various errands in accordance with diplomats' instructions;  
Translation of documents from Lithuanian to English and vice versa;  
Communication and negotiation with other organizations (based on diplomats' instructions);  
Making appointments, reply to inquiries and other various administrative duties.

**Requirements:**

Relevant work experience (experience in position of executive secretary or office clerk at diplomatic missions would be considered as a benefit);  
Higher education;  
Public speaking skills;  
Deep interest in culture, arts (especially culture of East Asia);  
Very good English skills, Japanese knowledge is preferable;  
Good computer skills (MS Word);  
Good communication skills, team work ability, responsibility;  
Valid driving license (B category).

**We offer:**

Good working experience in diplomatic mission;  
Possibility for personal and professional growth

**Languages required** English and Lithuanian

**Working time** Full-time work

**Contact person** Simona Narutavičienė, Recruitment consultant

**E-mail** [simona.narutaviciene@simplika.lt](mailto:simona.narutaviciene@simplika.lt)

**Address** J. Tumo-Vaižganto g. 8-4, Vilnius, LT-01180 Vilnius

**Telephone** 8 5 2059504

**Fax** 8 5 272 55 87

**URL** <http://www.simplika.lt>

**Direct link**

<http://www.cvonline.lt/darbo/simplika/office-clerk-secretary-to-diplomat-d170791.html>