

(Revised) Embassy of Japan is recruiting Staff
Position: Assistant in Economic Division, Full Time

1. Requirements

Nationality: Bulgarian

Academic degree: Bachelor of Economics or related field

Language Skills: Fluent in English (High score in English proficiency tests (TOEFL, IELTS, etc.), Preferable if you are fluent in Japanese also)

Computer Literacy: MS-Office (Word, Excel, Power Point)

Expertise: Enough knowledge and interest in Bulgarian economy

Character: Flexible enough to respect and accept Japanese corporate culture

2. Working Hours

08:30 to 12:30 and 13:30 to 17:15 (Monday – Friday)

(Should be ready to work overtime when required, including weekends.)

3. Job Description

Research and analysis of Bulgarian economy

Assisting Japanese staff in the Economic Division

Assisting other activities of the Embassy

4. Application

C.V. (europass form) in English with your face photo

Write your score of English proficiency tests and expected gross (before-tax) annual salary in C.V.

5. Application Deadline

January 15, 2015 (We accept your application only by e-mail)

6. Job Interview

We will contact the applicants who pass the screening of application materials before January 25, 2015. Job interview is expected in the end of January.

(Contact) Economic Division, Embassy of Japan
14 Lyulyakova Gradina str. 1113 Sofia

The actual Email is as follows:

economc.section@sf.mofa.go.jp

We are sorry for any inconvenience caused.