

Delegation of Japan to the Conference on Disarmament is looking for an

## **Ambassador's Secretary (Full-time)**

Some of your main tasks (not limited to the following tasks)

**1. Assist Ambassador in his official duties and provide administrative support to the Ambassador:**

- Update agenda, update list of contacts
- Organize Lunch, Dinner, Reception and other events
- Correspondances:
- Assist organization of Travel for Ambassador

**2. Assist other members of the Delegation in their official duties:**

- Update agenda, update list of contacts
- Organize Lunch, Dinner, Reception and other events
- Correspondances:
- Assist organization of Travel for diplomats

### **Your profile**

- Fluent in English and French (Written and spoken)
- Advanced level in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Good planning and organizational Skills
- Attention to details, Organized, Flexible
- Ability to prioritize and multitask and meet tight deadlines
- Responsible, loyal and trustworthy
- Excellent communication skills
- Diplomatic and discreet
- Able to work extra hours
- Interest in International Affairs
- Experience in a diplomatic Mission and knowledge of Geneva is an asset

Place of work : Le Grand-Saconnex (GE)

Date of entry : 01/04/2020 or to discuss

Please send your CV, Photo, a copy of work certificates, a copy of Swiss passport or valid residence permit in Switzerland by e-mail to

**Delegation of Japan to the Conference on Disarmament**

[delegation2@gv.mofa.go.jp](mailto:delegation2@gv.mofa.go.jp)

Only applications meeting the requirements above will be considered and treated.