

JOB VACANCY AT EMBASSY OF JAPAN, NEW DELHI

The Embassy of Japan invites applications from aspiring candidates for the position of an **Assistant for Accounts Section**.

Job details are as follows:

1. JOB TITLE: Assistant

2. JOB DESCRIPTION: Duties and responsibilities of the Accounts Assistant include the following:

- (1) The person should have knowledge of accounts and its related job.
- (2) To handle daily finance operation activities.
- (3) To keep and maintain records of billing and payments.
- (4) Car Insurance and Car Registration related jobs (official & private)
- (5) To perform any other related duties as assigned by office.

3. QUALIFICATIONS & EXPERIENCE REQUIRED:

- (1) Education: Bachelor's degree or higher.
- (2) Work Experience: Previous work experience in similar field is desirable.
- (3) Age: Preferably under 35 years old
- (4) Language: Good command of oral and read/write English and Hindi.
(Knowledge of Japanese language ability is preferable.)
- (5) Good command of computer skills (Microsoft Word, Excel, Power Point etc.)
- (6) Physically (no chronic illness) and mentally healthy person.

4. WORK TIMING: 09:00 to 17:30 (Lunch time: 13:00 to 14:00) Monday to Friday.

5. SALARY: The starting salary will be determined based on the Embassy rules and regulations. (Detail will be explained at the interview)

6. CLOSING DATE: 19th of June 2024

7. EMPLOYMENT PERIOD: Basis 3 years (Subject to renewal)

8. COMMENCEMENT OF THE JOB: 1 September 2024 (Subject to change)

9. WORK LOCATION: Embassy of Japan, 50-G, Shantipath, Chanakyapuri,
New Delhi-110021

10. HOW TO APPLY: Those who wish to apply for this position may submit his/her bio-data, passport size photo and copies of academic and employment certificates to **Administration Section, Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi-110021** by post, clearly marked on the envelope “**Application for the post of Assistant for Accounts Section**”.

Note: Only the short listed candidates will be contacted for interview.

No telephonic enquiries will be entertained.