

Job Vacancy: Official Residence Staff

The Embassy of Japan in Estonia seeks a staff who works at the official residence.

1. **Start Date** : March 2021

2. **Duties include** :

- Guest service at official functions including serving at dinners and luncheons
- Event preparation including assistance to the chef
- Management of the residence including presence during repair work
- Cleaning the residence and ironing

3. **Working hours** : Monday to Friday, 9:00am - 5:00pm with the possibility of overtime work

4. **Requirements** :

- (1) English language skill
- (2) Experience as customer/guest service
- (3) Healthy in mind and body

5. **Application Deadline** : 12th February, 2021

Interested applicants are asked to submit a CV (in English, with a color photo) by e-mail to the following address. Your CV must include your name, address, contact information (mobile phone number and e-mail address), educational background and work experience.

Contact :

Administrative section

Embassy of Japan in Estonia

Harju 6, 15069 Tallinn, Estonia

e-mail : info@ti.mofa.go.jp