

Administrative Assistant (Administrative and Accounting Affairs)

The Embassy of Japan in Estonia seeks a full-time staff for the position of Administrative Assistant including the secretary works.

1. Estimated Starting Date: March-April 2026

2. Duties for this position include:

- Assisting with accounting operation.
- Coordinating with vendors, which may involve negotiation.
- Assisting with reception operations.
- Managing schedule.
- Supervising other local staff and providing guidance as needed.
- Assisting diplomats with their daily life in Estonia.
- Collecting information, conducting research, translating and preparing documents in English.

Please note: The specific duties outlined above may be subject to adjustment or evolution after the successful candidate joins us, based on their qualifications and the evolving needs of the mission.

3. Working hours:

Monday to Friday, 9:00 am – 5:00 pm with a possibility of overtime work. 1 hour of lunch time is included.

4. Additional information:

A competitive salary will be offered, commensurate with the successful candidate's experience and qualifications. Employees are entitled to annual leave, sick leave, and public holidays (in addition to Estonian public holidays, some Japanese holidays are also observed). The specific terms and conditions of remuneration and benefits will be discussed during the interview.

5. Requirements:

- Estonian citizenship or Residence permit for employment in Estonia.
- Good mental and physical health.
- Fluency in Estonian and English.

*While not strictly mandatory, candidates with Japanese language proficiency (JLPT N2 level or higher) will be given strong preference.

- Proficiency in computer skills, including Microsoft Word and Excel, etc.
- A university degree.
- Excellent administrative, planning and organizational skills.
- Excellent research and analytical skills.

6. Application Deadline: By January 23, 2026

Please note: Following document screening, interviews and practical tests (e.g., telephone handling) will be conducted.

7. How to Apply:

Interested applicants are requested to submit their **CV and a cover letter, both in English** to the Embassy via email (saiyou@ti.mofa.go.jp).

Please ensure your CV includes the following essential details: your full name, date of birth, nationality, address, comprehensive contact details (including mobile phone number and email address), educational background, and work experience.

Please be assured that all personal information provided will be treated with confidentiality and will only be used internally by the Embassy for the purpose of this recruitment process. It will not be disclosed to any third parties.

Following an initial document screening, only shortlisted candidates will be contacted for an interview.

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