

CALLING FOR APPLICATIONS

RECEPTIONIST CUM TELEPHONE OPERATOR

(Temporary Basis)

At the

EMBASSY OF JAPAN

Applications are invited from qualified Sri Lankan Nationals for the post of **Receptionist cum Telephone Operator** at the Embassy of Japan.

Required Qualifications & Experience :

- G.C.E Advanced Level qualification
- Good command of Japanese language
- Good command of English ,Sinhala and/or Tamil language
- Minimum 1 year working experience
- Possess strong communication skill with a pleasing and friendly personality.
- Excellent telephone etiquette to communicate clearly and professionally.
- Residing close to Colombo limits.(10 to 15 km from the Embassy)

Terms and Salary :

The post on offer is for full time, with working hours from 0830hrs to 1700hrs, Monday to Friday. The salary scale of the successful candidate will be decided based on his/her expertise, experience and qualifications.

Applications :

Interested candidates are requested to submit: (a) A Bio Data with two non-related referees, (b) one photograph taken within the last 6 months,(c)copies of educational certificates /working certificate, (d) copy of NIC, to the Administration section of the Embassy of Japan in Sri Lanka (4th Floor, M2M veranda Office, W.A.D.Ramanayake Mw, Colombo 02) The acceptance of applications will close on 18th April 2022.(Any documents submitted at the time of application will not be returned to the candidates and will be managed by the Embassy appropriately.)If the candidates have passed the first screening, the Embassy will contact the candidates for the second screening.