

## VACANCY ANNOUNCEMENT

Number of Vacancy:	1
Position and Field:	Receptionist
Duty station:	Hanoi, Vietnam
Expected start day:	Middle of June 2025 (upon consultation)
Type/Duration of contract:	1-3 year contract with the possibility of renewal *first 2 months is a probational period

The Japan Foundation is Japan's principal organization for promoting international cultural exchange. Opened in 2008, the Japan Foundation Center for Cultural Exchange in Vietnam (hereinafter called "Center") has been enthusiastically implementing a diverse range of cultural activities including Arts & Culture, and coordinating various programs supporting Japanese Language Education, Japanese Studies and International Dialogues in cooperation with the Vietnamese counterparts.

We are looking for a Receptionist who is in charge of following tasks but not limited to:

1. Reception desk service for visitors
2. Inquiry emails and telephone support
3. Maintaining/updating website and mailing list
4. Making news clipping files for Center's reference
5. Supporting library tasks in cooperation with the librarian
6. Supporting events organized by Center
7. Other tasks assigned by managers

### **Qualifications:**

1. Vietnamese nationality
2. Age less than 29
3. A good command of English (equivalent to IELTS 5.5 or TOEIC 700)
4. A good command of Japanese (equivalent to JLPT N3)
5. Strong interest in Japanese culture
6. Excellent PC skills and web literacy
7. Good team player with strong interpersonal skills

8. Excellent communication skills to diplomatically handle sensitive situations with counterparts and cultivate productive relationships
9. A good attitude to warmly welcoming guests
10. Holding a bachelor degree in relevant field is an advantage
11. Experience of working in hospitality field is an advantage
12. Able to work on weekends/overtime if requested(with compensation)

**Working conditions:**

- Working days: (Basically) Monday to Friday
- Working time: 08:30 to 17:30 (including 1.5 hours lunch time)
- Duration of Contract: 1 to 3 year contract with the possibility of renewal
- \*The first 2 months is a probationary period.
- Salary: Center will offer a suitable salary depending on the applicant's past experiences and an interview result.
- Benefits: 20 days of annual leave, 3 days of summer leave, a social and health insurance and so on.

**How to apply:**

Please send the following documents by E-mail to us by Thursday 5 June 2025. Only short-listed candidates will be contacted for an interview (\*) and written examination.

(\*) a second interview may be conducted depending on the selection process.

1. CV (in English or Japanese) with picture
2. Copy of ID certification
3. Copies of certification of completion of relevant degree(s)
4. Copies of documents to certify the level of foreign language(s) (if any)
5. Essay on reasons for applying(maximum of 2 A4 pages / English or Japanese)

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Attention: Mr. Osuka \*English or Japanese

Address: The Japan Foundation Center for Cultural Exchange in Vietnam

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