

## JOB VACANCY INFORMATION

October 06, 2022

Consulate General of Japan in Kolkata invites applications to fill in a vacant position as per the following details:

- Position : Administrative Staff
- Age Criteria: 30 – 45 years old
- Educational qualification: Graduate and Above
- Experience: Minimum 3 years or More in Managerial, Human Resource, Finance and Banking position.
- Language Preference: English, Japanese, Hindi and Bengali
- Responsibility: The Administrative Staff will be responsible to deal with day to day managerial activities and other financial & banking works and overall assistance and support to this Consulates' Diplomatic Activities in any form.
- Remuneration: As per Skill and Experience of the Candidate

Interested Candidates must send/drop their Resumes by October 31, 2022 to the following address in hard copies along with their Photograph and Contact details:

Consulate General of Japan in Kolkata  
(Administration Department)  
55, M. N. Sen Lane Tollygunge  
Kolkata-700040

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