

Recruitment Sheet for Receptionist (The Japan Foundation, New Delhi)

The Japan Foundation, New Delhi is looking for a receptionist. We are looking for a young Indian who is interested in supporting and promoting Japanese culture and language. This position is for someone who wants to gain experience of working with Japanese people in a Japanese organization. We are looking forward to your entry!

1. Working Location

The Japan Foundation, New Delhi
5-A, Ring Road, Lajpat Nagar-IV, New Delhi 110024

2. Eligibility

- 1) English and Hindi fluency
- 2) Living in Delhi/NCR region.
- 3) Good verbal communication and task management skills
- 4) Basic PC skill such as using Microsoft Word and Excel, using E-mail and Internet Searching, etc.
- 5) Can start working soon.
- 6) JLPT N4 or above holder is welcomed, but it is not necessarily a required skill.

3. Working Schedule

From Monday to Friday, Fulltime (9:30 to 17:30, 13:00-14:00 lunch)

*Working on weekends and overtime on weekdays will also happen sometimes to be handled at the reception desk during events.

4. Job Description

Main task will be to work as receptionist such as following.

- 1) Provide courteous information to visitors and answer any questions.
- 2) Pick up the phone, connect to right person in the office, as well as politely answer the caller.

3) Handling couriers/incoming and outgoing mails and parcels.
In addition to this, minor administrative tasks such as compiling lists will be requested.

5. Salary

INR 25,000~ per month.
*TDS 10% will be deducted.

6. Notes

Personal communication is not allowed and all the enquiries shall be entertained through emails only.

7. How to apply

Please send your CV (English or Japanese) to following contact person by email. Any format is fine. Please attach softcopies of the documents below.

- 1) Photograph (head-shot)
 - 2) Any certificate that proves your Japanese language ability (If you have).
- Once your CV is selected, either physical or online interviews will be conducted.

8. CV Submission Deadline

August 31 (Wed), 2022

9. Contact Person

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