

VACANCY
RECEPTIONIST CUM
TELEPHONE OPERATOR

EMBASSY OF JAPAN

- G.C.E. A/L with good command in English, Sinhala and/or Tamil languages.
- Age below 30 years.
- At least 1 year of working experience in the related field.
- Possess strong communication skills with a pleasing and friendly personality along with excellent telephone etiquette to communicate clearly and professionally.
- Japanese language skill will be an advantage.

Please send CV with recent passport size photograph,
Covering Letter, Educational Qualifications
by the 30th of January, 2015.

P. O. Box 822, Colombo