

JOB VACANCY

Position:

- Driver

Location:

- Embassy of Japan in Croatia, Zagreb

Working day:

- Monday to Friday (40 hours per week). Overtime, weekend, and holiday work may be required as needed for business purposes and will be paid accordingly.

Employment Contract:

- Long term with trial employment

Job Description:

- 1. Driving Embassy's vehicles (manual and automatic transmission)
- 2. Various administrative and other work as needed and appropriate

Qualifications:

- 1. Valid Croatian driver's license, category "B" with good driving skills
- 2. High school education
- 3. Good verbal and written communication and interpersonal skills, with fluency in both English and Croatian (Japanese language skills are an advantage).
- 4. Computer literacy (Microsoft Office suite and other relevant software applications).
- 5. Relevant work experience preferred.
- 6. Ability to work effectively and friendly in a multicultural environment and to adapt to changing priorities.

Deadline for Application:

- 14 May 2025

Selection Process:

- Applicants should submit by e-mail the following documents to economy@zr.mofa.go.jp
Please indicate "Driver" in the subject line and the total size of attached documents shall not exceed 10MB. Only shortlisted candidates will be contacted for further consideration.
- a CV/resume
- a copy of driver's license
- copies of educational and qualification certificates (Final education only)

Expected Date of the Commencement Day of Work:

- Beginning of June 2025