

Embassy of Japan in Sweden

The Embassy of Japan in Sweden has a vacancy for Receptionist.
Please see below for the details.

1. Place of work

Embassy of Japan in Sweden
Gärdesgatan 10, 115 27 Stockholm, Sweden

2. Working days and hours

- (1) Monday to Friday 9:00-17:00
- (2) Lunch break 12:30-13:30

3. Commencing date

As early as October 2026

4. Main duties

- (1) Answering and screening incoming calls at the Embassy switchboard and directing them to the relevant sections.
- (2) Providing general information to the public enquiries on various topics.
- (3) Handle outgoing and incoming correspondence such as letters, parcels, etc.
- (4) Receiving visitors at the main entrance and refer them to the relevant sections.
- (5) General administrative duties

5. Salary

The salary will be decided based on the candidate's qualifications and expertise.

6. Qualification requirements

- (1) Excellent command of the Swedish and English languages, and preferably with a good command of Japanese.
- (2) Basic knowledge of Microsoft Office (Word, Excel, and PowerPoint) .
- (3) Good communication and team-work skills.

7. Application **※All documents must be prepared in English**

Required application documents include:

- (1) A brief resume or CV
- (2) A motivation letter (within A4 1 page) describing how the applicant is qualified for the position applying
- (3) A copy of Swedish national ID or passport identification page
- (4) A copy of the working permit (for non-Swedish applicants)

Please submit each of the required documents as a separate PDF or MS Word file to admin@st.mofa.go.jp no later than 5pm, September 25, 2026 with “Receptionist” in the mail title. If you prefer printed forms, the documents should be reached at the Embassy by the deadline stated above.

TO:

Embassy of Japan
Administration Section
Gärdesgatan 10
115 27 Stockholm

Only the applicants who pass the first screening of the submitted documents will be contacted for an interview at the Embassy of Japan in Stockholm.

- End -