

Consulate-General of Japan in Chicago

Position Available: Economic Assistant - Temporary position;

From August 27 to November 16 for 12 weeks.

The Consulate-General of Japan in Chicago is seeking an Economic Assistant at the Economic Section.

Duties:

- Organize meetings with the local government, media and other organizations; Administer projects and make relevant logistical arrangements.
- Administrative duties within the Consulate, including assistance at its events and official visits/travels.
- Research and analysis in the areas of economics in the Midwest; Data entry for statewide.
- Daily news monitoring and make daily article report.

This is a temporary 12 weeks position and salaries will be determined according to skill level and experience.

Qualifications:

- Legal status in the US with a valid work permit.
- Bachelor's degree or higher in relevant area.
- Two to five years of professional experience.
- Knowledge of the U.S as well as the Midwest and Japan in matters of Economics, policy making, and so forth.
- Strong writing skills (email, and letter); Strong research skills; Effective media monitoring skills.
- Advanced communication skills for relationship and network building including across cultures.
- Proficiency in MS Office (Word, PowerPoint, Excel);
- Prefer Japanese Language; read/write and speak in Japanese. Please indicate JLPT level, if applicable.

To apply, please submit your resume with a cover letter, and a 200 word for reason for applying this position in a PDF format by July 11, 2018 to: motohiro.hayami@mofa.go.jp

Please note that we will not accept inquiries and only applicants selected for an interview will be contacted.