

EMPLOYMENT OPPORTUNITY: Consulate-General of Japan in Chicago (Consular section assistant)

The Consulate-General of Japan in Chicago is seeking an Assistant to the Consul in the Consular section. If you are interested, please send us a resume by email or mail by 5:00 pm (CT) on Friday, September 3rd. We will not return submitted resumes.

1. Responsibilities:

(1) Assist Consular section with duties such as answering visa related inquiries, accepting applications, and issuing visas. In addition, responsible Administrative Assistant duties required to perform a variety of administrative and clerical tasks.

(2) Security-related business assistance

2. Starting date:

September 2021

3. Work hours:

Monday through Friday, 9:15 to 5pm. (overtime rarely required including weekends and holidays.)

4. Qualification:

Must be legally authorized to work in the United States for any employer without sponsorship.

5. Required skills:

(1) Language: Native or Fluent English and basic Japanese (Social conversation level)

If you have a certificate of passing the language test, score, etc., please specify it in your resume.

(2) Windows MS office.

(3) Those who are able to carry out their work with a strong sense of responsibility and work ethic as well as the ability to effectively work in a team environment.

6. Application documents

(1) Resume

(2) A copy of the pass certificate, score, etc. of the language test, if any.

7. Hiring procedure:

We will contact you by telephone or email to selected qualified candidates and conduct an in-person interview.

8. Send resume to:

E-mail: ryoji1@cg.mofa.go.jp

✕Please refrain from inquiring about employment by telephone or e-mail.