

**EMPLOYMENT OPPORTUNITY**  
**Consulate-General of Japan in Chicago**  
**(Administrative Assistant to the Consul-General)**

The Consulate-General of Japan is seeking a highly motivated, team-oriented individual  
for the position of Administrative Assistant to the Consul-General.

Please see below for details.

The Consulate offers group health insurance 80% coverage, paid vacation and sick leave. Working hours are 9:15 am – 5:00 pm, Monday through Friday, with the occasional weeknight and/or weekend event (paid overtime). Salary is commensurate with experience. The minimum monthly base salary for this position is between \$ 3,300 and \$3,500.

The Consulate does not withhold federal or other taxes from employee salaries.

***Please note:** Candidates must be a U.S. citizen or a U.S. green card holder. Screening will begin immediately and will continue until the position is filled. Only successful candidates will be contacted. Successful candidates will be requested to submit their background check information.*

**Start Date**

September 22, 2021

**Position**

Administrative Assistant to the Consul-General

**Major Responsibilities include, but are not limited to:**

- Maintain Consul-General calendar and phones
- Receive Consul-General's guests
- Handle contact list and correspondence
- Prepare documents including letters
- Prepare materials for events
- Administrative duties for General/Political Affairs
- General office responsibilities, including Japan-related inquiries and correspondence

**Qualifications**

- Legal status in the U.S. with a valid work permit
- Bachelor's degree
- Excellent analytical and communication skills in English, both written and verbal (Japanese language ability is preferred but not required. Please indicate JLPT level if applicable.)

- Great administrative skills (answering phone/email inquiries, scheduling appointments, time-management, etc.)
- Strong computer skills (Microsoft Office, Outlook, Access etc.)
- Superior attention to detail
- Experience living in Japan or working in a Japanese environment strongly preferred

### **How to apply**

E-mail with the subject line titled “Application: Administrative Assistant to Consul-General” your **resume, cover letter, reference, 1-page essay on why you are applying for this position in a PDF format** to: [ryojil@cg.mofa.go.jp](mailto:ryojil@cg.mofa.go.jp) by **6p.m. on Thursday, August 26, 2021.**

### **Skill Test & Interview**

Applicants who pass the application review will be contacted for a Skill Test and Interview to be scheduled on August 30 and 31, 2021. The Skill Test and Interview will take 15 to 30 minutes and 30 minutes respectively.

Please no phone calls. Due to the high volume of resumes we receive we cannot guarantee consideration of your application if the submission instructions are not properly followed. Please note that we will not respond to any inquiries regarding this offer, and only applicants selected for an interview and skill test will be contacted.

(End)