

EMPLOYMENT OPPORTUNITY
Administration Section
Consulate General of Japan in Chicago
Consulate Driver

The Consulate General of Japan is seeking a highly motivated, team-oriented individual for the position of a **Driver**. This individual is primarily responsible for driving Consulate vehicles as directed by the car dispatcher. Please see below for a detailed listing of responsibilities.

The Consulate offers group health insurance coverage up to 80%, paid vacation and sick leave. Working hours are 9:15 am – 5:00 pm, Monday through Friday and the occasional weeknight and/or weekend event (paid overtime). Salary is commensurate with experience. The minimum monthly base salary for this position is between \$3,000 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.*

Responsibilities:

- Driver will be assigned to Consul-General's vehicle
- Driver will be responsible for driving Consulate vehicle as specified by the car dispatcher
- Driver will be required to assist and engage in duties pertaining to the Administration Section and or any other duties assigned by the Administration Section Chief

Start date:

October 2021

Required Qualifications/Preferences:

1. U.S citizen or a U.S. green card holder – required
2. Have a valid Driver's License in the U.S. – required
3. Ability to safely transport passengers in a safe, courteous, and reliable manner
4. Have no experience or record of drunk driving (DUIs) and DWI
5. Communication skills in English
6. Ability to carry out duties with a strong sense of responsibility and work ethic as well as the ability to effectively work in a team environment

Selection Process:

Only those who will be retained for further selection processes will be notified by September 20th, 2021 for an interview.

How to apply:

E-mail with the subject line titled “Application: Driver” your resume, cover letter, and a copy of your Driver’s License for this position in a PDF format to: ryojil@cg.mofa.go.jp by 6p.m. on Monday, September 15th, 2021.

Mailing Address:

Consulate-General of Japan in Chicago
737 North Michigan Ave Suite 1100 Chicago, IL 60611

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.