

**EMPLOYMENT OPPORTUNITY**  
**Consulate-General of Japan in Chicago**  
**(Assistant, Economic Section)**

The Consulate-General of Japan is seeking a highly motivated, team-oriented individual for the position of Assistant for Economic Section. 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 lunch time receptionist duty once a month 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 \$ 3,300 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**

December 1, 2021

**Position and Responsibilities**

Economic Partnership & Grassroots Caravan Coordinator

- Daily news monitoring and making relevant news article report
- Assisting and joining the Consulate's events
- Assisting and joining officer's visits/travels
- Arranging/organizing meetings with local government, private entities, and community groups
- Assisting the economic officer's duties, including research and data entry
- Speech writing for Consulate's representative at events

**Qualifications**

- Legal status in the U.S. with a valid work permit
- Bachelor's degree
- Basic knowledge of the U.S. and the Midwest economy.
- Strong interest in helping the relationship between Japan and the United States of America
- Strong work ethic and positive attitude with the ability to work under pressure
- Japanese language skill is not required, but preferred. Please indicate JLPT level if applicable.

**Skills required**

- MS Office skills (Word, Excel, Power Point)

- Administrative skills (answering phone/email inquiries, scheduling appointments, time-management, etc.)
- Communication /Interpersonal skills (writing, verbal/non-verbal, teamwork, reporting)
- Research skills (economic data research, news/archives research)

**How to apply**

E-mail your **resume, cover letter and a 1-page essay (1page) on why you are applying for this position in a PDF format** to: [haruka.sakamoto@mofa.go.jp](mailto:haruka.sakamoto@mofa.go.jp) by 6p.m. on **Monday, November 19, 2021.**

**Skill Test & Interview**

Applicants who pass the application review will be contacted for a Skill Test and Interview, 2021. The Skill Test and Interview will take 1 hour and 30 minutes respectively.

**Regardless of the due date, we will conduct the document screening sequentially after receiving the documents. Only those who pass the document screening will be contacted approximately one week after the submission of the documents, and the schedule will be adjusted for the second round of screening, which will include an interview of approximately one and a half hours and written and practical computer skills.**

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.