

EMPLOYMENT OPPORTUNITY
Consulate General of Japan in Chicago
(Assistant, General Affairs Section)

- The Consulate General of Japan is seeking a highly motivated, team-oriented individual for the position of Assistant for General Affairs. This individual is primarily responsible for conducting administrative work in General Affairs, including research, communications with individuals and organizations, data entry.

Please see below for a detailed listing of responsibilities.

The Consulate offers group health insurance 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.*

Responsibilities:

- Conducting administrative work in General Affairs, including research, communications with individuals and organizations, data entry
- Coordinating with Japan-related organizations in the Midwest
- Event planning for Consulate functions, including guest list management, invitation preparation and mailing, negotiations with venue and vendors, staffing the event
- Scheduling/organizing meetings with local government, private entities, and community groups
- Arranging itineraries for officers' visits/travels and accompanying as directed
- Speech writing for Consulate's representative at events

Required and Preferred Qualifications:

- Legal status in the U.S. with a valid work permit
- Strong interest in helping the relationship between Japan and the United States of America
- Working level of both Japanese and English is required. Translation ability is highly preferred. Please indicate JLPT level or relevant classes/experience, if applicable.
- Administrative skills (organizing events, scheduling appointments, time management, etc.)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

- Research skills; Media & Social Media monitoring skills
- Communication/Interpersonal skills (writing, verbal/non-verbal, teamwork, cultural adaptability)
- Strong sense of responsibilities and work ethic as staff of the Consulate

How to apply :

E-mail your **resume** and **cover letter** to: somu@cg.mofa.go.jp

by **Monday November 15 at 6p.m.**

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.