

**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 \$ 3,600 and \$3,800. Depending on your experiences, the salary may increase beyond this range.

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**

October 3, 2022

**Position**

Administrative Assistant to the Consul-General

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

- Maintain Consul-General calendar and phones including communication with Consul-General's Official Residence and coordination with Consul-General's driver
- Receive Consul-General's guests
- Handle contact list and correspondence
- Prepare documents including letters
- Prepare materials for events, such as name cards and menu cards
- Administrative duties for General 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: [somu@cg.mofa.go.jp](mailto:somu@cg.mofa.go.jp) by **6p.m. on Friday, September 9, 2022.**

### **Interview**

Applicants who pass the application review will be contacted for Interview to be scheduled between **September 14 and 16, 2022.** The Interview will take between 30 minutes and an hour. We may ask for the second interview.

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)