

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 the Economic Section. Please see below for details.

The Consulate offers group health insurance with 80% coverage, paid vacation, and sick leave. Working hours are 9:15 am – 5:00 pm, Monday through Friday. Salary is commensurate with experience. The minimum monthly base salary for this position is between \$3,800 to \$4,000.

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

June or early July 2024

Responsibilities

- Conducting administrative work in the Economic Sections, including research, data entry, and communicating with individuals and organizations
- Scheduling/organizing meetings with local governments, private entities, and community groups
- Arranging/managing itineraries for officers' visits/travels and accompanying them as directed
- Daily news monitoring and making relevant news article report
- Assisting and joining the Consulate's 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
- Working level of Japanese is 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)

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: ayana.chigira@mofa.go.jp by **Friday, June 21, 2024.**

Skill Test & In-Person Interview

Applicants who pass the application review will be contacted for a Skill Test and In-Person Interview. The Skill Test and Interview will take an hour 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, 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.