

Housekeeper/Household Assistant at the Official Residence of the Consul-General of Japan in Chicago

The Consulate-General of Japan in Chicago invites applications for the position of **Housekeeper/Household Assistant** at the Official Residence of the Consul General.

1. Details of the Position

- **Job Title:** Housekeeper/Household Assistant at Official Residence
- **Salary:** The minimum monthly base salary for this position is between \$3,300 and \$3,800. Depending on your experiences, the salary may increase beyond this range *(Please note: The Consulate does not withhold federal or other taxes from employee salaries.)*
- **Employment Status:** Full-time (with a probationary period of 3 months)
- **Working Hours:** 8:45 AM - 4:30 PM (with a 1-hour lunch break)
Schedule alternates weekly between:
 - 1) Monday-Friday
 - 2) Monday-Thursday and Saturday,***This position requires flexibility to work overtime outside regular business hours, including weekends. ***
- **Other Benefits:**
 - Paid days off and sick leave
 - Medical, dental, and vision insurance available

2. Duties

- Housekeeping (cleaning, laundry, ironing, etc.)
- Provide services to guests attending dinners, receptions, and similar events.
- Assist with the management of facilities, equipment, and supplies at the Official Residence of the Consul-General.
- Support inventory control and basic maintenance coordination.
- Perform miscellaneous tasks and errands as required.

3. Start Date

- Feb 2nd, 2026 (Please consult as needed)

4. Qualifications and Employment Conditions

- U.S. citizen or permanent resident
(Please note: We are not able to sponsor visas)
- Ability to work full-time
- Ability to communicate in English
- Previous experience in this field
- A sense of responsibility and a positive attitude toward work in a team environment

5. Application and Selection Process

- **Application Deadline:** Tuesday, January 6, 2026
- **How to Apply:** Please email your resume, cover letter, with the subject line “Application: Housekeeper” to admin737@cg.mofa.go.jp

Only candidates selected for further consideration will be notified. Please refrain from making inquiries by phone. Application documents cannot be returned.

6. Place of Work

- Official Residence of the Consul-General of Japan in Evanston, IL
- The Consulate-General of Japan when necessary

【Remarks from the Hiring Team】

We warmly welcome applications from individuals who enjoy working collaboratively with international colleagues in a positive and professional environment.