

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 \$3,800 and \$4,000. Depending on experience, 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

June 1, 2026

Position

Administrative Assistant to the Consul-General

Major Responsibilities;

Duties include, but are not limited to, the following:

- Maintain Consul-General's calendar and manage phone communications, including communication with Consul-General's Official Residence and coordination with Consul-General's driver
- Maintain contact lists and prepare documents (e.g., briefing notes on meetings), correspondence (e.g., letters, emails), and event materials (e.g., name cards, menu cards)
- Receive Consul-General's guests, assisting with protocol and logistics
- Review and proofread translations and English-language materials
- Perform administrative duties for the General Affairs Section
- Maintain a general awareness of activities throughout the Consulate in order to anticipate needs and prioritize effectively when multiple requests arise simultaneously
- Handle 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.)
- Strong 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 by **Sunday, April 26, 2026**.

Interview

Applicants who pass the application review will be contacted for Interview to be scheduled between **May 4 and 8, 2026**. The Interview will take between 30 minutes and an hour. We may ask for a 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)