

## Recruitment for Staff at the Consulate General of Japan in Chicago

The Consulate-General of Japan in Chicago is seeking one locally recruited staff member for the position described below. Interested applicants are asked to submit a resume by **Sunday, October 4, 2026** via email to the address listed below. Please be sure to include your phone number and email address on your resume. Please note that submitted resumes will not be returned.

### 1. Job Description

This position will involve a variety of duties, including accounting tasks, facility management, general office work, reception duties, etc. These responsibilities are shared among multiple staff members, so applicants with little to no prior experience are also welcome to apply. Conversational Japanese skills are a requirement.

### 2. Position Start Date

October 19, 2026

### 3. Position Schedule

This role will be Monday through Friday from 9:15 a.m. until 5 p.m.  
Occasional overtime may be required.

### 4. Location

Consulate-General of Japan in Chicago  
737 North Michigan Ave, Suite 1100 Chicago, IL 60611

### 5. Salary

Salary will be determined based on the applicant's experience. The monthly salary for this position is between \$3,800 to \$4,000 (commensurate with experience). Please note that **federal income taxes and other applicable taxes will not be withheld from the salary by the Consulate**. Employees will be responsible for filing and paying any applicable taxes independently.

### 6. Benefits

The Consulate will cover 80% of health insurance costs and provide paid vacation and sick leave.

## 7. Application Requirements

Must have US citizenship or have obtained permanent residency in the US.

Please indicate your applicable status on your resume.

## 8. Qualifications

- (1) Be proficient in both English and Japanese.
- (2) Be able to commute to the office daily.
- (3) Have basic computer skills, including proficiency with Word, Excel, and email.
- (4) Be cooperative, proactive, responsible, and be able to complete assigned work reliably.

## 9. Selection Process

After reviewing submitted documents, selected applicants will be invited for an interview. The interview will be conducted in both English and Japanese and will include a written test. Applicants may also be asked to demonstrate other relevant skills, such as proper telephone etiquette.

Only applicants who pass the document screening and interview stages will be contacted.

## 10. Application Contact

Consulate-General of Japan in Chicago

E-mail: [admin737@cg.mofa.go.jp](mailto:admin737@cg.mofa.go.jp)

※Please refrain from contacting the Consulate regarding the status of the selection process. Only applicants who pass the document screening and interviews will be contacted.