

## **Job Opening**

The Consular Office of Japan in Anchorage is seeking a locally-employed staff member to join our Office, and assist with a wide array of duties.

### Qualifications

- Fluent in English
- Proficiency in Japanese preferred.
- Be a US citizen or permanent resident
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook, etc.)
- Excellent written and oral communication skills
- Valid Driver's License
- Have an interest in strengthening relations between Japan and the United States
- Able to work with other staff members in a cooperative environment
- Complete all necessary tasks on time

A Locally-employed staff member serving as the Consular Affairs Coordinator and the Head Secretary as General Affairs - Job Description

- Respond to telephone and e-mail inquiries from the public in English and Japanese.
- Carry out consular affairs tasks (Visa, Passport, Official Japanese documents)
- Support the protection of Japanese nationals.
- Assist with accounting/administrative matters.
- Coordinate, as necessary, with US Department of State, local governments, the military and the police.
- Maintain the office contacts list.
- Play an active role in the maintenance of office facilities.
- Support the negotiation of contracts with local organizations.
- Assist with Consuls' Personal affairs.
- Assist other locally-employed staff as needed.
- Assist in organizing the Consular Office events.

### Working Hours

- Monday-Friday, 08 : 45—12 : 00, 13 : 00—16 : 45
- 20 days of leave with pay per year plus most major U.S. holidays.

### Employment Terms

- Initial employment contract is for two years, which includes a one-month to three month

probationary period. Employment is renewable every two years.

### Salary & Benefits

- Monthly salary determined by Ministry of Foreign Affairs, and the possibility of overtime allowance, as needed.
- Monthly salary based on experience.
- Medical insurance payment to staff members provided by Office, as well as 50% share of the social security tax obligation.
- Overtime possible, and sometimes required.

### How to apply

- Please submit your resume, with a cover letter, to [admin-ak@se.mofa.go.jp](mailto:admin-ak@se.mofa.go.jp) by 17:00 AKST on Wednesday, October 23
- Only qualified applicants will be notified for interviews.
- All inquiries regarding application must be made by e-mail.

### Expected starting date of employment

- November 11 or a few days thereafter

### Contact

Consular Office of Japan in Anchorage

3601 C Street, Suite 1300, Anchorage, Alaska 99503

[http://www.anchorage.us.emb-japan.go.jp/itprtop\\_en/index.html](http://www.anchorage.us.emb-japan.go.jp/itprtop_en/index.html)