

## Job Opening

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

## Qualifications

- Fluent oral and written communication skills in Japanese is required.
- Be a US citizen or permanent resident.
- Proficient in Microsoft Office.(Excel, Word, PowerPoint, Outlook, etc. )
- Excellent written and oral communication skills in English.
- 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 Secretary of 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)
- Assist with Accounting/administrative matters.
- Play an active role in the maintenance of office facilities.
- Assist in organizing Consular Office events.

## Working Hours

- Monday-Friday, 08:45—12:00, 13:00—16:45

## Employment Terms

- Employment from July 11<sup>th</sup> to November 11<sup>th</sup>.

## 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 Friday, May 28.
- Only qualified applicants will be notified for interviews.
- All inquiries regarding applications must be made by e-mail.

#### 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)