

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 but not required
- 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 cultural, educational and other exchanges 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 Cultural Affairs and Economic Affairs assistant.

Clerk-Job Description

- Write news briefings related to major developments in economic and social situations in Alaska and developments relevant to Alaska-Japan relations, and brief the Office Head as needed.
- To organize sister city related issue
- Write speeches
- Assist in writing, editing and distributing office newsletter
- Assist in organizing cultural exchange events
- Assist in maintaining office website and Facebook
- Coordinate requests for the return of artifacts related to legacy of the Second World War
- Assist in accounting/ administrative matters
- Respond to telephone and e-mail inquiries from general public.
- Assist in Visa affairs
- Take the lead in carrying out School Programs.

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 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 by 17:00 AKST on Thursday, June 30st
- Only qualified applicants will be notified for interviews.
- All inquiries regarding application must be made by e-mail.
- Official Website link

https://www.anchorage.us.emb-japan.go.jp/itpr_en/11_000001_00319.html

Expected starting date of employment

- Middle of July

Contact

Hiring Manager

Consular Office of Japan in Anchorage

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Anchorage, Alaska 99503