

## Job Opening

The Consular Office of Japan in Anchorage is seeking a temporary local staff member to join our Office, and assist of accounting, consular and other tasks as directed by the Employer.

## Qualifications

- Fluent in English
- Proficiency in Japanese
- 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

## 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.
- 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 Consular Office events.

## Working Hours

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

## Employment Terms

- From February 1<sup>st</sup> to May 31<sup>st</sup> (4 months)

#### Salary & Benefits

- Monthly salary determined by Ministry of Foreign Affairs, and the possibility of overtime allowance, as needed.
- Monthly salary based on experience.

#### 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, December 23<sup>rd</sup>.
- Only qualified applicants will be notified for interviews.
- All inquiries regarding applications must be made by e-mail.

#### Expected starting date of employment

- February 1<sup>st</sup> 2023

#### Contact

Consular Office of Japan in Anchorage (person in charge : KOMATSU)

3601 C Street. Suite 1300, Anchorage, Alaska 99503

[https://www.anchorage.us.emb-japan.go.jp/itprtop\\_ja/index.html](https://www.anchorage.us.emb-japan.go.jp/itprtop_ja/index.html)