



The Consular Office of Japan in Anchorage is seeking a local staff member to join our Office, and assist with accounting, consular duties, the JET program, and Sister City relations as directed by the Employer.

1. Location:

Consular Office in Anchorage (3601 C Street, Suite 1300 Anchorage, AK 99503)

2. Salary:

To be determined after comprehensively considering background and educational qualifications (about \$3,000 monthly).

3. Start of work:

Scheduled to be hired around mid-February 2024 (negotiable)

4. Working hours:

8:45 am to 4:30 pm, Monday to Friday (closed on weekends and holidays) Lunch break:
12:00 pm – 1:00 pm (may involve overtime)

5. Primary Duties and Responsibilities:

- Consular Office Consular services in general (acceptance, preparation, and issuance of visas and passports, acceptance and issuance of certificate applications, acceptance of documents related to nationality and family register)
- Support for Japanese nationals, education for overseas children, overseas elections, other related services
- Correspondence at the counter, telephone, e-mail, etc.,
- Assistance with special events such as receptions, sister city-related services, and JET program.

6. Required Qualifications:

- U.S. citizens or non-U.S. nationals with residency status that allows them to work in the U.S.

- Full-time availability
- Proficiency in English (reading and writing comprehension, translation, document preparation, various external coordination)
- Computer skills: Microsoft Word, Excel, Internet, and e-mail
- Sense of responsibility, solidarity, cooperation, and communication skills for work
- Even if you don't have any experience, please feel free to apply

7. Recruitment period:

Two-year contract from the date of hire (with a 1-month trial period)

8. Application Guidelines:

If you are interested, please send the required documents to the following e-mail address: admin-ak@se.mofa.go.jp by 5:30 p.m. Friday, January 26th. Due to document screening, only successful applicants will be notified of an interview date.

- Cover Letter (Self-Introduction)
- Resume (Please note that the resume you send will not be returned.)
- Identification (passport, driver's license, etc.)
- Proof of eligibility to work in the U.S. (copy of green card) (Non-U.S. citizens)
- Copy of passport (Non-U.S. citizens)

9. Inquiries For any questions, please contact us at: Phone: +1-(907)-562-8424 Email: admin-ak@se.mofa.go.jp