



The Consular Office of Japan in Anchorage is currently seeking dedicated individuals to fill the role of a local driver at our office.

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 commence 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:

- Driving duties for consulate staff
- Investigation of public safety conditions in Alaska
- Office safety management
- Building relationships with law enforcement agencies (police department, etc.).

6. Required Qualifications:

- U.S. citizens or non-U.S. nationals with residency status allowing work in the U.S.
- Full-time availability
- Proficiency in English (reading and writing comprehension, document preparation, various external coordination)
- Computer skills: Microsoft Word, Excel, Internet, and e-mail
- Sense of responsibility, solidarity, cooperation, and excellent communication skills for work

-Experience in chauffeuring is desirable

7. Recruitment Period:

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

8. Application Guidelines:

If interested, please submit the following documents to the provided email address: admin-ak@se.mofa.go.jp, by 5:30 p.m. on Friday, January 26th. Only successful applicants will be notified of an interview date.

-Cover Letter (Self-Introduction)

-Resume (Note: Resumes will not be returned)

-Valid Alaska Driver's License

-Identification (passport, birth certificate, etc.)

-Proof of eligibility to work in the U.S. (copy of green card, etc.) (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