

Job Opening

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

1. Location

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

2. Salary

It will be decided after comprehensively considering background and educational background (about \$3,000).

3. Start of work

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

4. Working hours

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

6. Required Qualifications

- (1) U.S citizens or non-U.S. nationals with residency status that allows them to work in the U.S.
- (2) Those who can work full-time
- (3) Those who could work in Japanese and English (reading and writing comprehension most required, translation, document preparation, various external coordination)
- (4) Those who have computer skills such as Microsoft Word, Excel, Internet, and e-mail

- (5) Those who have a sense of responsibility, solidarity, cooperation, and communication skills for work
- (6) Even if you don't have an experience, please feel free to apply

7. Recruitment period

Two years from the date of hire (with trial period)

8. Application Guidelines

If you are interested, please send the required documents to the following e-mail address by 5:30 p.m. Friday, June 14th. (If we do not receive your application by this deadline, we regret to inform you that you will not be selected for the position.) Due to document screening, only successful applicants will be notified of an interview date.

- (1) Cover Letter (Self-Introduction)
- (2) Resume (Please note that the resume you send will not be returned.) Identification (passport, driver's license, etc.)

(Non-U.S. citizens)

- (3) Proof of eligibility to work in the U.S. (copy of green card)
- (4) Copy of passport

Address: admin-ak@se.mofa.go.jp

9. Inquiries

If you have any questions, please do not hesitate to contact us.

Contact: +1-(907)-562-8424