

## **Job Opening**

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
- Have deep knowledge in US politics, specifically Alaska state politics
- 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 Secretary, Political Affairs and Security Affairs assistant.

### Clerk-Job Description

- Arranging a variety of appointments
- Researching and reporting on major political and social developments in Alaska
- Analyzing of developments related to Alaska–Japan relations
- Writing speeches
- Assist in writing, editing and distributing office newsletter
- Coordinating requests for the return of WW II artifacts
- Providing General office support and administrative assistance

### 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 three-month probationary period. Employment is renewable every two years.

### Salary & Benefits

- Monthly salary determined by Ministry of Foreign Affairs
- Monthly salary based on experience (no work experience is around \$3,000).

- 80% share of 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](mailto:admin-ak@se.mofa.go.jp) by 17:00 AKST on Monday, July 28.
- Only qualified applicants will be notified for interviews.
- All inquiries regarding application must be made by e-mail(No Phone inquiries).

#### Expected starting date of employment

- Early September

#### Contact

Consular Office of Japan in Anchorage

3601 C Street, Suite 1300, Anchorage, Alaska 99503

[admin-ak@se.mofa.go.jp](mailto:admin-ak@se.mofa.go.jp)

[http://www.anchorage.us.emb-japan.go.jp/itprtop\\_en/index.html](http://www.anchorage.us.emb-japan.go.jp/itprtop_en/index.html)