

Job Opportunity at Consulate General of Japan in Detroit

Currently the Consulate General of Japan in Detroit has an opening in the receptionist and accounting section. The main duties of the position would be supporting the accounting head, and handling reception duties. In addition to that candidates will be required to perform other duties as assigned.

Job Information:

1. Position will begin October 26th, 2015.
2. Working Hours: Mon-Fri 9:00am to 5:00pm

Candidates must meet the following requirements:

1. English and Japanese Speaker
2. Proficient in Microsoft Word, Excel, Power Point and other computer applications
3. 2 year college degree
4. Resident of Michigan and Green Card holder if Japanese

The deadline for application is October 14th, 2015.

If you are interested, please email the following information:

- 1) Name
- 2) Address
- 3) Email address and telephone number
- 4) Resume with cover letter indicating your motivation for the position
- 5) Information about any certifications that you hold

If you are interested in applying for this position, please send the above information and your resume to: info@dt.mofa.go.jp.

Consulate General of Japan in Detroit
400 Renaissance Center, Suite 1600
Detroit, MI 48243
(313)567-0120

Applicants will be called for interviews after all applications are screened.