

The Consulate General of Japan in Detroit currently has a job opening for the position of "Consular staff." The main duty of the consular staff is handling the Consulate General's services, but candidates will be required to perform other duties as assigned.

Job Information:

1. For immediate hire/ Starting from September 1, 2014.
2. Working Hours: Mon-Fri 9:00am to 5:00pm
3. One year Seven Month contract

Candidates must meet the following requirements:

1. Both English and Japanese conversation abilities desirable
2. U.S. Permanent resident or U.S. nationality required
3. Associate's Degree or above
4. Proficient in Microsoft Word, Excel, Power Point and other computer applications Training
5. Michigan resident
6. Strong work ethic, flexibility, and multi-tasking skills desirable

The deadline for application is **August 20, 2014.**

If you are interested, please email our office the following information:

- 1) Name
- 2) Address
- 3) Email address and telephone number
- 4) Resume
- 5) Information about any certifications that you hold
- 6) The reason for application

If you are interested in applying for this position, please send the above information and your resume to: senkyo@dt.mofa.go.jp by Wednesday, August 20th.

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