

## Job opportunity at Consulate General of Japan in Detroit

Currently the Consulate General of Japan in Detroit has an opening for the administration and general affairs section. The main duties of the position would be supporting section head and handling various administrative duties. In addition, candidates will be required to perform other duties as assigned. All candidates will be subjected to background checks.

### Job information:

1. Starting from March 2020

2. Basic Working Hours : Mon to Fri 9:00 am to 5:00 pm

However, candidates may be asked to work after hours and on weekends (including late night and early morning ), as assigned. (Compensatory time-off, etc. will be given)

3. The Consulate offers group health insurance, paid vacation and sick leave.

Core Responsibilities are supporting the section chief in the followings.

1 Researching and reporting media reports on the subjects including public safety related topics and legal issues.

2 Communicating and negotiating with counterparts in state, county, or city governments, driving an official vehicle to those locations if necessary.

3 Responding to public inquiries and requests.

4 General administrative tasks (-maintaining databases, scheduling, reporting, etc.

Candidates must meet the following requirements- :

1. English speaker, Japanese skill preferred

2. U.S. nationality or U.S. permanent resident status required

3. Bachelor' s degree.

4. Proficient in Microsoft ( Office Word, Ecel, Power Point ) and other computer applications

5. Strong work ethic, flexibility, and multi-tasking skills desirable.

6. Punctual and reliable

The deadline for application is Feb 28, 2020.

If interested, please email the following information :

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

Send the above information to : [info@dt.mofa.go.jp](mailto:info@dt.mofa.go.jp)

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

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