

## **POSITION OPENING: CHAUFFEUR/DRIVER, CONSULATE GENERAL OF JAPAN IN DETROIT**

The Consulate General of Japan in Detroit is seeking a chauffeur/driver for Consulate staff. Candidate must be a U.S. Citizen or U.S. Green Card holder. All candidates subject to background checks. Applications accepted immediately.

### **General Information**

The Consulate offers group health insurance, paid leave, and sick leave. Work hours: 9a-5p (Mon.-Fri.). Occasional overtime (including some weekends) expected.

### **Core Responsibilities**

- Driving official vehicles (in MI/OH) for business trips of Consulate staff
- Maintenance of off-site facility, in the capacity of an administrative staff
- Handling of various administrative staff duties

### **Requirements**

1. U.S. permanent resident status or U.S. nationality
2. High school or higher-level diploma
3. Prior administrative work experience
4. Strong work ethic, professionalism, flexibility, and multi-tasking skills

### **Application Process**

- Submit resume, cover letter, and two references (with contact information) via email to: [info@dt.mofa.go.jp](mailto:info@dt.mofa.go.jp).
- Applications will be reviewed within two weeks of receipt; selected applicants will be contacted directly to schedule an interview.