

## **POSITION OPENING: SECURITY SECTION ASSISTANT, CONSULATE GENERAL OF JAPAN IN DETROIT**

The Consulate General of Japan in Detroit is seeking a highly motivated, team-oriented individual for the position of Security Section Assistant at the Consulate office in the GM Renaissance Center, Downtown Detroit. Candidates must be a U.S. Citizen or U.S. Green Card holder. All candidates will be subject to background checks. Applicant must apply by May 25. (Accepting applications immediately.) This is not a security guard position.

### **General Information**

For hire starting in June 2023.

The Consulate offers group health insurance, paid leave, and sick leave. Work hours are from 9AM to 5PM, Monday through Friday, with “on call duties,” occasionally responding to phone calls outside regular work hours (paid overtime).

### **Core Responsibilities (Supporting the Security Section Chief)**

- Researching and reporting security and public safety related news as well as legal issues.
- Communicating and negotiating with security counterparts from the state, county, or city government level. This mostly includes law enforcement agencies and security companies.
- Responding to public inquiries and requests through phone calls and e-mails.
- Coordinating with security companies and security guards.
- Other administrative tasks (maintaining databases, scheduling appointments, etc).

### **Requirements**

- Bachelor’s degree
- High proficiency in English verbal and written communication
- High level of respect and professionalism with adequate working etiquette; team oriented, resourceful, and dedicated
- Proficiency in Microsoft Office
- Japanese language skills preferred
- Driver’s license (class D)

### **Application**

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