

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 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 noon on Feb. 6th. (Accepting applications immediately.) This is not a security guard position.

General Information

For hire starting March 2026. (Detailed schedule to be determined later.)

The Consulate offers group health insurance, paid leave, and sick leave. Work hours are typically from 9AM to 5PM, Monday through Friday, with occasional overtime work.

Core Responsibilities (Supporting the Security Section Chief)

- Researching and reporting security and public safety related news as well as legal issues.
- Communicating with security counterparts, which 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.
- Responding to mechanical issues that may occur with security equipment and arranging maintenance with the companies as necessary.
- Other administrative tasks (maintaining databases, scheduling appointments, etc).
- Support the Consular Section.

Requirements

- High proficiency in English verbal and written communication
- Bachelor's degree preferred
- High level of respect and professionalism with appropriate working etiquette; team oriented, resourceful, and dedicated
- Candidate seeking long-term employment preferred
- Proficiency in Microsoft Office
- Security background preferred
- Japanese language skills preferred
- Driver's license (class D)

Application

- Submit resume, cover letter, and two references with contact information by email to seikatsuanzen@dt.mofa.go.jp.
- Applications will be reviewed by the middle of February; selected applicants will be contacted directly to schedule an interview.
- Applications will not be returned.