

Job Opening at the Consulate General of Japan in Detroit

July 23, 2026

Consulate General of Japan in Detroit

The Consulate General of Japan in Detroit is seeking a full-time staff member to join our team.

Position Available: 1

Job Description: Consular duties (This is an administrative position in an office setting. Since we provide services for Japanese clients, a certain level of knowledge about Japanese law is required. However, it is acceptable to acquire this legal knowledge after joining our organization.)

Expected Start Date: Thursday, August 20, 2026

Qualifications: Applicants must meet the following requirements:

- Proficient in Japanese and English
- Holder of U.S. permanent residency or U.S. citizenship
- Basic computer skills (Word, Excel, PowerPoint, etc.) are required (preference will be given to those who can use a computer with a Japanese operating system)
- Able to commute (priority given to those with an approximate commuting time of 1 hour and 15 minutes or less)
- Able to work long-term

Application Deadline: Tuesday, August 4, 2026

Working Hours:

- Hours: 9:00 AM to 5:00 PM (with a lunch break)
- Days Off: Saturdays, Sundays, public holidays, and paid leave available

Salary: Determined based on experience and other factors

Insurance: Health insurance (partially employee-funded) available

If you are interested, please send your resume in Japanese, including the following details, to the email address below:

1. Name (with furigana)
2. Current address
3. Phone number and email address
4. Background (education, work experience, etc.)
5. Special skills and qualifications
6. Reason for applying
7. Indicate whether you have U.S. permanent residency or U.S. citizenship

Resume Submission Email Address: takashi.suzuki-2@mofa.go.jp

We will conduct a document screening process and notify successful candidates of their interview date. Please note that we do not accept inquiries by phone.