

## **JOB OPENING**

**Title:** Secretary for Consul-General and Deputy Consul-General of Japan

**Benefits:** Paid vacation, medical/dental insurance, US federal and some Japanese national holidays

**Working hours:** 9:00 am – 5:00 pm, Monday – Friday \*some evenings and weekends required for special events and receptions

### **Primary Duties & Responsibilities:**

- Management of daily schedules for Consul-General and Deputy Consul-General including R.S.V.P for invitations and car arrangement.
- Making appointments, reservations and assisting CG and DCG with correspondences
- Receptions/dinners/lunches hosted by the Consul-General; preparing guest lists, mailing invitations, collecting R.S.V.P.'s, preparing nametags and flowers etc.
- Preparing and sending letters/cards from CG and DCG.
- Other administrative duties and assisting CG and DCG with day-to-day work.

### **Required Qualifications:**

- US citizen or US permanent residency holders
- Strong English language speaking and writing skills
- Strong organizational, administrative, and communication skills
- Strong computer skills. Must be proficient in common software, including Microsoft Office Suite.
- Knowledge and experience with secretarial work (preferable)
- Knowledge of Japan and Japanese culture (preferable)

### **Location:**

Consulate-General of Japan at Houston, 909 Fannin Street, Suite 3000, Houston TX 77010

### **To Apply:**

Interested candidates should mail, fax, or e-mail their resume and cover letter to Ms. Jaclyn Clark (Fax: (713) 651-7822, E-mail: [Jaclyn.clark@ho.mofa.go.jp](mailto:Jaclyn.clark@ho.mofa.go.jp)). Deadline for submission is **Monday May 30, 2016**. Please do not call with regard to your application status.