

JOB OPENING

Title: Accounting/Administrative Assistant
Salary: Commensurate with experience
Benefits: Paid vacation, medical/dental/vision insurance, holidays (Houston City and U.S. federal holidays and some Japanese national holidays)
Working hours: 9:00 am – 5:00 pm (7-hour work), Monday – Friday

Primary Duties & Responsibilities:

- General administrative duties:
- Provide daily support to the Administrative Officer
- Assist with general banking and account maintenance for the Consulate
- Assist in timely payment of accounts for the Consulate
- Act as primary office liaison to outside vendors, coordinating with officers for scheduling of various appointments and establishing new accounts as needed
- Maintain contact with the State Department for various accreditations and permissions
- Coordinate the arrival and delivery of incoming Diplomatic Cargo, including all necessary filings with the State Department and Customs and Border Patrol.
- Assist in the settlement of incoming Officials, including arranging hotel reservations, assisting with travel, car rentals, and apartment leases, and establishment of personal accounts.
- Assist other sections of the Consulate as required
- Other administrative duties and assisting the diplomats with day-to-day work.

Required Qualifications:

- Authorization to work in the U.S.
- Strong English language skills
- Business-level Japanese language skills
- Strong organizational, administrative, and communication skills
- Ability to work individually and in a team environment.
- Strong computer skills. Must be proficient in common software, including Microsoft Office Suite.

Location:

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

To Apply:

Interested candidates should e-mail their resume, proof of citizenship (passport), or a valid U.S. permanent resident card (green card) to cgj.joboffer.admin@ho.mofa.go.jp. The deadline for submission is January 31, 2020. Please do not call with regard to your application status.