

Job Opening at the Consulate-General of Japan in Houston

Title: Consular and Security Assistant

Salary: Commensurate with experience

Benefits: Paid vacation, medical/dental/vision insurance, holidays (City of Houston, U.S. federal holidays, and some Japanese national holidays)

Employment status: Regular staff (3 months trial period)

Working hours: 9:00am-5:00pm (7-hour work), Monday to Friday

Location: The Consulate-General of Japan in Houston, 909 Fannin Street, Suite 3000, Houston, Texas 77010

Responsibilities:

- Consular and security duties
- Provide daily support to the Consular and Security Officer
- Assist with visa, passport, and Japanese citizenship services (birth, marriage, divorce, nationality, etc.)
- Provide help and support for resident Japanese (including election and education services)

- Miscellaneous duties for the Consular and Security Section
- Assist other sections of the Consulate and with special events (as required)

Qualifications:

- Permission 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.

To Apply

Applicants should email their resume, along with proof of citizenship (passport) or a valid U.S. permanent resident card (green card), to cgj.joboffer.ryoji@ho.mofa.go.jp. The deadline for submissions is September 15, 2020. Please refrain from calling us regarding your

application status.