

Recruitment of Local Staff of Consulate-General of Japan in Denver

The Consulate-General of Japan in Denver is seeking qualified candidates to join its Local Staff. Eligible persons are welcome to apply by sending a resume and one letter of reference, along with contact information, including telephone, email, and mailing address to the email address below. **Applications must be received by Monday, June 13th, 2022.**

Please note that the Consulate will neither confirm the receipt of applications nor return items to applicants.

1. Position

Official driver (Administrative section)

2. Duties

- Driving official vehicles for business trips of Consulate staff and visitors from outside
- Vehicle maintenance, including car wash and detailing services
- Assisting various administrative jobs

3. Basic Working Hours

Mon-Fri, 9am through 5pm (includes 1 hour lunchtime), Possible overtime work during busy hours.

4. Requirements

- 1) U.S nationality or Green card holder
- 2) A valid driver's license, a clean driving record and clear criminal record
- 3) High school or higher-level diploma
- 4) Expert knowledge of the Denver area
- 5) Strong work ethic, professionalism, flexibility, and multi-tasking skills
- 6) Availability to start working in early July 2022

5. Selection process

After the initial document screening, selected candidates will be contacted for an interview and driving test. Upon hiring, there will be an introductory trial employment period of 90 days.

6. Please submit application materials to

cgjd-general@de.mofa.go.jp