

Recruitment of Local Staff for the Consulate-General of Japan

The Consulate-General of Japan in Denver seeks a qualified candidate to join its Local Staff. Eligible persons can apply by sending a resume, one letter of reference, and contact information, including telephone, email, and mailing address, to the email address below. Applications must be received by Friday, March 15, 2024. Please note that the Consulate will neither confirm the receipt of applications nor return items to applicants. No inquiries by phone calls or emails are accepted.

1. Position

PR/Cultural Section Assistant

2. Duties

Assistance with official functions of PR/Cultural section, including but not limited to: making reports, writing and editing letters and speeches, and information dissemination, including website updates, etc.

3. Basic Working Hours

Mon – Fri, 9 am through 5 pm (includes 1 hour lunch-time), with possible overtime work.

4. Qualifications

- 1) Must be a US citizen
- 2) A person whose mother's tongue is English
- 3) Experience with basic PC skills such as Word and Excel
- 4) Available to start in March or April, 2024

5. Selection Process

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

6. Apply to:

cgjd-pr@de.mofa.go.jp