

Job Opening: Consulate General of Japan in Miami

Professional Driver / Administrative Support Specialist

The Consulate General of Japan in Miami is seeking a professional driver who will also provide logistical, administrative and clerical support. The ideal candidate is both an excellent driver and a good communicator.

Tentative Start Date: Wednesday, February 1st, 2017

Work Hours: M-F, 9:00AM to 5:30PM (Lunch Hour 12:30PM-1:30PM)

Overtime may be required

Required Qualifications:

1. Clean Driving Record (No serious offenses)
2. Fluency in English
3. Experience driving in South Florida
4. Must be eligible for employment in the US

Preferred Qualifications:

1. Conversational Spanish skills
2. Repairman skills
3. Limousine and/or chauffeur experience

Benefits Include:

Health and Dental Insurance

To apply, please submit the following by Dec 16, 2016:

1. Typed Resume
 - a. Educational background
 - b. Past employment history
 - c. Reference(s)
2. 5-year certified driving record from DMV
3. Verification of US employment eligibility

Mail or Email the documents to:

Consulate General of Japan in Miami

80 SW 8th St. Suite 3200, Miami FL 33130

Email: info@mi.mofa.go.jp

Please send your Resume by mail or Email ONLY. No drop-off, fax and/or phone call is allowed. ONLY selected applicants will be notified by phone.