

## Job Opening at the Consulate-General of Japan in Miami (Consular Section)

April 23, 2019

Consulate-General of Japan in Miami

The Consular Section of the Consulate-General of Japan in Miami is hiring for ONE full-time visa clerk. Required qualifications for application are as follows.

### 1. REQUIRED QUALIFICATIONS

- (1) Fluency in English and basic Japanese communication skill
- (2) U.S. citizen or permanent resident card holder
- (3) Basic computer skills (Microsoft Office)
- (4) Highly motivated to work with responsibility and cooperativeness
- (5) Ability to work from June 4<sup>th</sup>, 2019

### 2. JOB DUTIES (but are not limited to)

- (1) Assist consuls in providing the following: visa services (including answering phone calls and emails), re-entry permits, Japanese textbooks, and request for investigation of lost articles
- (2) Assist other sections of the Consulate as required

### 3. WORK DAYS AND HOURS

- (1) Generally weekdays from Monday through Friday, except holidays determined by the Consulate
- (2) 7.5 hours From 9:00 to 17:30, except lunch break between 12:30 and 13:30
  - \* Overtime work for special occasions may be required with time or monetary compensation.

### 4. SALARY

The salary expectations will be notified at the interview to those who pass the first selection process.

- \* Employee benefits include health insurance and paid vacation.

### 5. APPLICATION PROCESS

(1) Required Documents

- a) Resume in either English or Japanese
- b) For U.S. citizen: Copy of U.S. passport or Birth Certificate  
For non-U.S. citizen: Copy of Green Card

(2) How to Apply

Required documents should be either mailed or e-mailed to the address below. Please note that all documents will not be returned to the applicants.

Mailing Address: Consulate-General of Japan in Miami Consular Section  
80 S.W. 8<sup>th</sup> Street, Suite 3200, Miami, FL 33130

Email Address: [consular1@mi.mofa.go.jp](mailto:consular1@mi.mofa.go.jp)

\* Please refrain from inquiring regarding your application status by phone or email.

(3) Deadline to Apply

Documents must be arrived by the end of May 10<sup>th</sup>, 2019.

(4) Only applicants who successfully pass the first selection process will be notified to come to the Consulate for interview by the end of May 15<sup>th</sup>, 2019.