

## Opening for Housekeeper at Consul General's Residence

July 19, 2021

The Consulate General of Japan is seeking candidates for the position of housekeeper at Consul General's Residence.

### 1. Qualifications

- (1) Sufficient command of English language with good communication skills
- (2) U.S. citizen or U.S. permanent resident
- (3) Cooperative, responsible, and a positive attitude

### 2. Job Summary

- (1) Keeping the residence and the garden clean and tidy
- (2) Laundry and ironing
- (3) Preparation and set up for events and serving food and drinks during events
- (4) Other duties to maintain the residence as required

### 3. Work Location

Coral Gables, FL

### 4. Starting Date

Assumed as August, 2021

### 5. Contract

One-year contract renewable upon agreement by both parties.

(It will be shortened for the first year)

No limit for the maximum length of service.

### 6. Employment Conditions

- (1) Working hours: 7.5 hours a day from 8:30am-5:00pm with an hour meal break, Monday through Friday, except Consulate's holidays.
- (2) Paid leave:  
20 vacation days + 12 sick days  
(They will be deducted proportionally for the first year)
- (3) Benefits: Health, Dental, Workers' Compensation, and Pension

## 7. Salary

To be disclosed at interview according to qualifications and experience.

## 8. How to Apply

Interested candidates should submit

- (1) Completed application form: ([Click here](#))
- (2) Copy of one of the following: U.S. passport, birth certificate, or green card
- (3) A criminal record issued by the state government of your current residence, or the Federal Bureau of Investigation (FBI)

to the following email address: [info@mi.mofa.go.jp](mailto:info@mi.mofa.go.jp) by July 28, 2021.

Applications by regular mail will not be accepted.

Interviews will be conducted in August.

Further details will be informed to candidates selected for interviews.

Please note that only those candidates selected for interviews will be contacted.