

## **Assistant to the Administration, Consular, and Security Sections (Full-Time)**

The Embassy of Japan in New Zealand is seeking a well-organised and responsible individual for the position of Assistant to the Administration, Consular, and Security Sections.

### **Key Duties (may include, but are not limited to)**

- Assisting staff in the Administration, Consular and Security Sections, including translating documents between Japanese and English, conducting research, making enquiries, etc.
- Handling various applications at the consular counter, email and telephone enquiries, and issuing documents
- Drafting consular emails and updating the Embassy website
- Some travel within New Zealand maybe required

### **Skills and Qualifications Required**

- Excellent verbal and written communication skills in both Japanese and English (native or highly proficient level)
- Enthusiastic about customer service and client support
- IT skills are desirable
- Highly organised, motivated, and flexible approach to assigned duties
- Ability to multitask, work well under pressure, and prioritise tasks to meet deadlines
- Ability to work independently if required
- Demonstrated ability to contribute to organisational outcomes and work effectively within a team environment
- Hold New Zealand citizenship or permanent residency (Working holiday visa holders are not eligible)

### **Working Days and Hours**

- Five days a week, Monday to Friday, in principle
- 9:00 a.m. to 5:00 p.m. (excluding a lunch break from 12:30 p.m. to 1:30 p.m.)
- Occasional work on public holidays
- May be required to work outside normal hours in emergency situations related to the protection of Japanese nationals

Salary will be determined based on experience and in accordance with the salary scale of the Embassy.

Due to a high number of applications expected, only those shortlisted will be contacted.

**You may submit your application [here](#).**