

Secretary and Assistant to the General Affairs Section (Full-Time)

The Embassy of Japan in New Zealand is seeking a well-organised and responsible individual for the position of Secretary and Assistant to the General Affairs Section.

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

- Providing secretarial support to the Ambassador and the Deputy Head of Mission, including scheduling meetings, preparing documents, coordinating appointments, managing correspondence
- Assisting staff in the General Affairs Section with administrative and logistical matters, including coordinating official events, conducting research, making enquiries
- Managing phone calls, emails, and visitor enquiries in a courteous and professional manner

Skills and Qualifications Required

- Excellent verbal and written communication skills in English
- Proficient in Microsoft applications
- 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 when required
- Demonstrated ability to contribute to organisational outcomes and work effectively in a team environment
- Hold New Zealand citizenship or permanent residency (Working holiday visa holders are not eligible)

Additional Qualifications

- Fluency in written and spoken Japanese
- Previous experience in a secretarial role

Working Days and Hours

- Monday to Friday, 9:00 a.m. to 5:00 p.m.
- Occasional work outside normal hours may be required for official events

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](#)