

Assistant to the Administration Section (Full Time)
with Supplementary work focused on Facility Design, Construction, and Maintenance

The Embassy of Japan in New Zealand is seeking a well-organised and responsible person for the role of Assistant to the Administration Section.

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

- Assisting Administration Section staff as required, including conducting research and making enquiries
- Providing communication support for the design, construction, engineering, facility maintenance, and repairs of properties
- Managing procurement, maintenance, and management of Embassy property

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
- Resilience and Adaptability
- 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
- A degree or qualifications in architecture or engineering, or approximately three years of relevant experience in architecture, engineering, or real estate.

Candidates without prior experience or qualifications in these fields will have the opportunity to learn the required duties through on-the-job training

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](#)