

**Assistant to the Administration Section (Full-Time)**  
**with supplementary responsibilities in 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 and coordination support for the design, construction, engineering, facility maintenance, and repair of Embassy properties
- Supporting the procurement, maintenance, and management of Embassy properties

**Skills and Qualifications Required**

- Excellent verbal and written communication skills in English
- Proficiency in Microsoft Office applications
- Highly organised, motivated, and flexible in approach to assigned duties
- Ability to multitask, work well under pressure, and prioritise tasks to meet deadlines
- Strong resilience and adaptability
- Ability to work independently when required
- Demonstrated ability to contribute to organisational outcomes and work effectively in a team environment
- New Zealand citizenship or permanent residency (working holiday visa holders are not eligible)

**Additional Qualifications**

- Fluency in written and spoken Japanese
- A degree or qualification 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 the high number of applications expected, only shortlisted candidates will be contacted.

Interviews are scheduled to be held in mid to late June 2026.

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