

Opening for an Assistant to the Senior Members of the Embassy

The Embassy of Japan requires a diligent, disciplined person with interest in international issues as an assistant to the senior members of our Embassy. Please submit your resume with a cover letter to our Human Resources Desk by July 9th, 2018 in one of the following ways:

E-mail: general@ot.mofa.go.jp

Mail: Human Resources Desk

Embassy of Japan

255 Sussex Dr., Ottawa ON K1N 9E6

1. Job Summary

Primary duties include: (1) Scheduling, prioritizing and managing the agenda of the senior members of the Embassy, (2) composing and editing of all English correspondence, (3) managing incoming and outgoing calls to/from the senior members, (4) maintaining an accurate electronic and manual filing system, (5) preparing documents and letters to ministries and agencies of Canada as well as diplomatic missions in Ottawa, (6) assisting officers with events (e.g. seminars and receptions), (7) conducting researches on Canadian and foreign issues as requested.

2. Date and Period of Employment

A one-year-limited contract, commencing in mid-August 2018 at the earliest.

3. Qualifications

- 1) A post-secondary degree or diploma
- 2) Interest in international issues and diplomacy
- 3) Minimum 1-year experience working for a senior executive
- 4) Excellent organizational skills and ability to prioritize
- 5) Excellent written + verbal communication skills in English
- 6) Proven ability and discipline to treat confidential information with discretion
- 7) Strong knowledge of MS Office
- 8) Canadian citizenship or Permanent resident status in Canada

4. Employment Conditions

- 1) Working hours: 09:00-17:00 (flexible work time applies if requested),
Monday-Friday (except Embassy holidays)
- 2) Leaves: Annual leave with pay, Sick leave with pay
- 3) Benefits: Long-term Disability Insurance, Dental Insurance
- 4) Salary: Determined according to experience

For information, please call Mr. Morino (613)241-8541(ext. 317)

We thank all candidates for their interest. However, only those candidates whose skills and experience best match the requirements of the position will be contacted.