

Opening for an Administrative Assistant in the Accounting Section

The Embassy of Japan is currently seeking an English and Japanese speaking administrative assistant to join its Accounting section. Please submit your resume along with cover letter to our General Affairs Section before July 25 ,2018 via E-mail.

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

1. Summary of duties

- 1) Facilitates maintenance and repairing works at Embassy properties and facilities by acting as a liaison between officers and outside contractors
- 2) Works closely with management regarding issues related to property management
- 3) Supports officers conducting research and preparing reports on maintenance issues
- 4) Provides support in bookkeeping and accounts payable
- 5) Provides administrative support

2. Date and period of employment

A two-year contract, commencing in September 2018 at the earliest, renewable if completed with good working performance. However, the new employee shall serve a probation period of three months immediately after the date of initial employment. In some cases, the probation period may be extended up to six months. Upon satisfactory completion of duties during the probation period, the employee will be accepted as a regular employee.

3. Qualifications and requirements

- 1) A post-secondary degree or diploma and/or an acceptable combination of education, experience and/or training
- 2) High level of proficiency in Japanese and English (writing, reading, and verbal)
- 3) Experience in using various software including Word, Excel, PowerPoint
- 4) Must have a valid driving license
- 5) Possess Canadian citizenship or permanent resident status in Canada
- 6) Be willing and able to work overtime on short notice

7) Be able to provide security clearance certificate

4. Conditions

- 1) Working hours: 9:00 to 17:00 (with a one-hour break), Monday to Friday (except Embassy's holidays)
- 2) Leave: annual leave with pay, and sick leave with pay
- 3) Benefits: Long-term Disability Insurance, Dental Insurance, CPP
- 4) Salary: to be determined according to job experience

5. Selection process

We thank all applicants for their interest. We will contact only those candidates selected for the next step.