

Opening for an Administrative Assistant in the General Affairs Section

The Embassy of Japan is currently seeking an administrative assistant (temporary position) to join its General Affairs Section. Please submit your resume along with a covering letter to our General Affairs Section before August 30, 2019 via E-mail.

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

1. Summary of duties

An administrative assistant is required to provide support to officers in the general affairs and telecom section. Primary duties include:

- 1) Making official vehicle arrangements: liaising with official drivers, updating and managing vehicle schedules,
- 2) Providing mail/correspondence management,
- 3) Liaising with Global Affairs Canada, shipping company and other outside companies,
- 4) Assisting newly-arrived officers with their various procedures,
- 5) Drafting, editing and proofreading of all English correspondence,
- 6) Assisting officers with events (e.g. national day reception).

2. Date and period of employment

Commencing in September 2019 at the earliest until February 9, 2020.

3. Qualifications and requirements

- 1) A post-secondary degree or diploma
- 2) Strong working knowledge of MS office (Word, Excel, PowerPoint)
- 3) Strong command of English language and good editing skills
- 4) Written and verbal communication skills in French preferred
- 5) Canadian citizenship or permanent resident status in Canada

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
- 3) Benefits: Canada Pension Plan
- 4) Salary: to be determined according to job experience and academic career

5. Selection process

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