

# EMPLOYMENT OPPORTUNITY

## Consulate General of Japan in Los Angeles (Local Staff)

The Administration section of the Consulate General of Japan in Los Angeles is seeking a person for the position of Local Staff.

### 1. Main responsibilities

All duties as a butler at the Consul General's residence (including serving meals and managing facilities, equipment, and alcoholic beverages)

### 2. Qualifications

- (1) U.S. citizen or permanent resident cardholder.
- (2) Must have completed a butler training school or course, or possess experience working in hospitality services, including waitstaff, at hotels, restaurants, or similar establishments.
- (3) Japanese language communication skills preferred.
- (4) Sufficient skill of using Microsoft Word, Excel, as well as other basic computer skills.

### 3. Conditions of Employment and Benefits

#### (1) Working Location

Consul General's residence(Hancock Park area)

#### (2) Working Start Date

Mid of January

#### (3) Working Hours

Monday to Friday (except holidays) 9:30am to 5:00pm including 1hour lunch break

#### (4) Holidays

Saturday, Sunday and National holidays (depends on office regulations)

#### (5) Salary

US\$6,000 -\$6,500/Month (The salary is determined based on your experience and skills)

#### (6) Benefits

Group health insurance: employer pays 80% of premium

### 4. How to apply

- (1) Applications must be received by December 5<sup>th</sup> ,2025
- (2) Please e-mail your resume (English. Japanese is also acceptable) to the consulate's e-mail address([cgj-admin@ls.mofa.go.jp](mailto:cgj-admin@ls.mofa.go.jp)) and write in title "Application for Consul General's Residence Butler"
- (3) Please be advised that only shortlisted applicants will be contacted by Mid-December