

# EMPLOYMENT OPPORTUNITY

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

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

### 1. Main responsibilities

Receptionist/Telephone operator  
(including basic inquiry response and related work)

### 2. Qualifications

- (1) U.S. citizen or permanent resident cardholder.
- (2) Fluent in writing, reading and speaking in both Japanese and English.
- (3) High level of communication skills in both languages.
- (4) Sufficient skill of using Microsoft Word, Excel, as well as other basic computer skills.

### 3. Conditions of Employment and Benefits

- (1) Working Start Date  
Early of October
- (2) Working Hours  
Monday to Friday (except holidays) 9:30am to 5:00pm including 1hour lunch break
- (3) Holidays  
Saturday, Sunday and National holidays (depends on office regulations)
- (4) Salary  
US\$24 / hour

### 4. How to apply

- (1) Applications must be received by September 19<sup>th</sup> ,2025
- (2) Please e-mail your resume 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 Temporary Receptionist"
- (3) Please be advised that only shortlisted applicants will be contacted by September 23<sup>rd</sup> , 2025