EMPLOYMENT OPPORTUNITY

The Consulate-General of Japan in Los Angeles is seeking a Receptionist (locally hired staff) as outlined below. If you are interested in this position, please submit your resume via email by **Wednesday, October 28, 2026**.

1. Start Date

Early December 2026 (expected)

2. Job Description

Office reception and switchboard operation (including responding to basic telephone inquiries and handling related administrative duties).

3. Qualifications

(1) Must be a U.S. citizen or U.S. permanent resident (Green Card holder). (Please note that visa sponsorship is not available.)
(2) Business-level proficiency in both Japanese and English, with excellent document drafting/reading skills and strong communication skills.
(3) Proficiency in Microsoft Office and other basic computer applications.
(4) Strong sense of responsibility and the ability to conduct oneself professionally as a member of the Consulate-General.

4. Working Conditions and Benefits

(1) **Working Hours:** 9:30 AM to 5:00 PM (including a 1-hour lunch break).
*Please note that telecommuting (remote work) and flextime systems are not offered. Overtime work may be required (overtime allowance will be paid in accordance with regulations).
(2) **Holidays:** Saturdays, Sundays, and holidays (as determined by the Consulate's regulations).
(3) **Salary:** US$56,888 - $60,151 / year (The starting salary will be determined based on the applicant's background and experience).
*Please note that the Consulate-General does not withhold federal, state, or local income taxes from salary payments; employees are responsible for filing and paying their own taxes.
(4) **Benefits:** Group medical insurance is available (with employee contribution), paid annual leave, and sick leave.

5. Application Deadline and Submission

(1) **Deadline:** Wednesday, October 28, 2026
(2) **Required Document:** Resume (in either Japanese or English)
(3) **Submit to:** cgj-admin@ls.mofa.go.jp

- Please use **"Receptionist Application"** as the subject line of your email.
- We do not accept telephone inquiries regarding this recruitment.
- Submitted application documents will be managed securely by the Consulate and will be disposed of or deleted once they are no longer needed for the selection process.

6. Selection Process

(1) **First Round:** Screening of application documents. Only successful candidates will be contacted by early November 2026.

(2) **Subsequent Rounds:** Interviews and/or other tests will be conducted for candidates who pass the initial document screening, in a format designated by the Consulate.