

POSITION AVAILABLE: CONSULAR STAFF

The Consulate General of Japan in Los Angeles is seeking a highly motivated, team-oriented individual for the position of a full-time Consular Staff. For those who are interested, please send your resume via email by May 21st.

1. Job description

Serves as Consular Staff in VISA unit and/or the Japanese Citizen Services unit (Passport, Certificate, and Family Registration, etc.).

2. Working Environment

Hours: Mon-Fri (except holidays) 9:30am-5:00pm (Lunch Time 1 hour)

Salary: \$4,000 – 4,500 per month (Salary is commensurate with experience)

Benefits: Group Medical insurance, paid time off, sick leave

3. Requirements

(1) U.S. Nationality or Permanent resident card holder

Please note: Successful candidates must provide a proof of legal authorization to work in the US.

(2) Advanced reading, speaking, listening, and writing skills both in English and Japanese

(3) PC and website literacy, basic knowledge of MS Word, Excel, etc.

4. To apply

(1) Please e-mail your resume to the following consulate's e-mail address

ryoji@ls.mofa.go.jp with the subject line "Consular Staff Position."

(2) Applications must be received by May 21st, 2025.

(3) Only successful candidates will be contacted by May 27th, 2025, and will be invited to an interview after 28th.