

**POSITION AVAILABLE: Part Timer (Visa Section)**

The Consulate General of Japan in Los Angeles is seeking for a Part timer (specified in VISA related matters). For those who are interested, please send your resume via email by **June 21<sup>st</sup>**.

**1. Job description**

Visa related responsibilities, which includes:

\*Assisting officers with their visa application review process

\*Emailing and answering phone calls, including simple inquiries on the visa application procedure

**2. Working Environment**

Venue: Consulate General of Japan in Los Angeles

Hours: Mon-Fri (except holidays) 9:30am-5:00pm

Wage: \$21/per hour

Duration: July 2024- March 2025

**3. Requirements**

PC and Website literacy, basic knowledge of MS Word, Excel, etc

Japanese ability is not mandatory but preferable

**4. To apply**

Please send us your resume via email to [ryoji@ls.mofa.go.jp](mailto:ryoji@ls.mofa.go.jp). Only accepted applicants will receive an email by June 25<sup>th</sup> to schedule an interview.