

**The U.S. official residence provides a good opportunity to work for
a diplomatic official in an international environment.**

<i>Vacant Position</i>	<i>Residence Staff (Full-time)</i>
<i>Job Description</i>	Works under the general supervision of the Principal Officer. Performs daily and heavy cleaning of the residence as well as setting up and serving guests at official events. Performs other duties as assigned.
<i>Qualifications</i>	<p>Must be physically fit to perform assigned duties. Must speak and understand basic English and have a working knowledge in Japanese. Must be attentive to the needs of occupants, guests, and staff. Must clean and maintain uniforms and be particularly sensitive to personal cleanliness and hygiene.</p> <p>Non-Japanese candidates must have a valid residential status to work.</p>
<i>Location</i>	Ohori, Fukuoka (Walking distance from Ohori or Tojinmachi subway station)
<i>Employment Conditions</i>	<p>Term of contract: One year, renewable. Subject to 6-month trial period.</p> <p>Work hours: 40 hour work week.</p> <p>Compensation: Approximately ¥2.7M a year including bonuses and other allowances. Transportation provided separately. A wage increase may be considered if contract is renewed.</p> <p>Annual Leave and Holidays: Provided per local regulations.</p> <p>Labor Insurance: Worker's Compensation. Employment Insurance when conditions are met.</p>
<i>To Apply</i>	<p>Please submit the following to be considered for the position:</p> <ol style="list-style-type: none"> 1. Resume in English or Japanese and supporting documents (copy of diploma, licenses, residence card, English test score, etc.) 2. Names and contact details of three references we can contact. <p>By mail: ORE/Res Staff, U.S. Consulate Fukuoka, 2-5-26 Ohori Chuo-ku Fukuoka 810-0052; By Fax: 092-713-9222 By E-mail: FukuokaHRO@state.gov</p> <p>Only successful candidates will be contacted for an interview. Please indicate the best way to contact you during business hours. Documents that are submitted will not be returned. Telephone inquiries are not accepted.</p> <p style="text-align: center;">Open until filled, 1st cutoff date: Aug 12, 2016</p>