

Position Vacancy

## Office Assistant (EWA)

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Office Assistant located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

**OPEN TO:** All interested parties  
**POSITION:** Office Assistant  
**OPENING DATE:** November 18, 2016  
**CLOSING DATE:** Until Filled  
**WORK HOURS:** Part Time 40 hours or less /week  
**WAGES:** Ordinarily Resident (OR) 1,030 yen/hour  
Not-Ordinarily Resident (NOR) US\$10.30

### PLEASE NOTE:

1. Only candidates selected for an interview will be contacted.
2. This position is not a U.S. Federal Government position.
3. The EWA will not sponsor work visas in Japan. Candidates must have a residency or work permit that allows sufficient work privilege.

### BASIC FUNCTIONS OF POSITION:

EWA is a private association of employees of the U.S. Embassy Tokyo. Incumbent will primarily assist the Office Supervisor with duties/responsibilities within the administration office. Duties include, but not limited to, filing, clerical functions, prepare forms, computer data entry, maintain logs/rosters, receive payments, schedule facility/items use by reservation, and overall assist customers in person and by phone in both English and Japanese.

### QUALIFICATIONS REQUIRED:

1. Education: Completion of Secondary School required. Associates degree desirable.
2. Prior Work Experience: 1-2 years experience related to office administration duties preferred
3. Language Proficiency: Clear understanding and ability to speak, read, and write English. Japanese language skill a plus
4. Knowledge:
  - a. Good working knowledge of office administration/clerical/filing
5. Skills: Accuracy and attention to detail a must. Good working knowledge and application of Microsoft Office with special emphasis on Excel. Excellent customer service skills. Good written and verbal communicator.

### SELECTION CRITERIA:

1. All qualified candidates with a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

**APPLICATIONS MUST INCLUDE:**

1. Download EWA application at: [www.ewatokyo.wordpress.com](http://www.ewatokyo.wordpress.com) or send request for application ONLY to [ewaofficemanager@gmail.com](mailto:ewaofficemanager@gmail.com)
2. Cover letter for job applying for.
3. Any other documentation (e.g. test scores, certificates, awards, copies of degrees earned) that address the qualification requirements.

**SUBMIT APPLICATION TO:**

Employees Welfare Association Admin Office  
10-5, Akasaka 1-Chome  
Minato-ku, Tokyo 107-8420

Or E-mail to: [ewaofficemanager@gmail.com](mailto:ewaofficemanager@gmail.com)