

The Principal Officer Residence of the U.S. Consulate in Nagoya provides a good opportunity to work for the high-ranking official in an international environment.

Vacant Position	Residence Assistant (Part-Time – 20 hours/week)
Job Description	<p>The job holder works under the direct supervision of the principal representative of the official residence or his/her designee. Primarily responsible for cleaning and upkeep of the official residence.</p> <p>HOUSEKEEPING: Performs daily cleaning such as collecting and sorting laundry, laundering, folding, ironing, arranging clothing, linens, towels, napkins, etc., and mending or repairing as necessary minor tears, missing buttons and hardware, etc.; dusting, wiping and polishing furniture, vacuuming flat surfaces, cleaning lamps and bric-a-brac, dusting artworks, etc. in the residence. Collects and sorts garbage, household rubbishes, waste, etc. as combustible/noncombustible in comply with local government instructions.</p> <p>Performs heavy cleaning periodically which involves moving, storing, assembling and disassembling furniture items and equipment, rolling and moving carpets, mounting and dismounting drapes, vacuuming stairwells, cleaning silverware and tableware, chandeliers, windows and other high mounted items, dusting artworks, changing bulbs, cleaning and waxing floors, moving plants and setting up floral arrangements, etc.</p> <p>As necessary, prepares light meals, baked goods, or performs other kitchen duties.</p> <p>OFFICIAL FUNCTIONS: Responsible for setting up and serving guests at official events such as breakfast meeting, luncheon, dinners, buffets and receptions. Provides Cloak Room service at official functions; carefully receives, identifies and returns garments of guests. Assist kitchen staff to wash dishes, silverware, crystal, etc. or to assist with floral arrangements.</p> <p>Performs other duties as assigned.</p>
Qualifications	<ul style="list-style-type: none"> -Must be a citizen of Japan or non-Japanese with required residency status for employment. -Must be physically fit to perform assigned duties. -Must be attentive to the needs of occupants, guests, and staffs. -Must clean and maintain uniforms and be particularly sensitive to personal cleanliness and hygiene at all times including trimmed

	hair, neatly tied or worn under a net.
Employment Conditions	<p>-Term of Contract: One year, renewable. -Probationary Period: Six months for the first contract with the employer. -Work Hours: Part-Time, 20 hours per week -Compensation: Compensation will be determined based on prior work experience and qualifications of the selected candidate.</p> <p>Hourly Rate: ¥933 - ¥1,019 Food Allowance: ¥1,665/day if Employee worked for 4 hours or more in one day. Transportation Allowance: Reimbursed for the least costly and most direct route from/to home and official residence. Bonus Allowance: 1/6 of hourly rate</p> <p>-Annual Leave and Holidays: Provided in accordance with internal regulations. -Labor Insurance: Worker's Compensation and Employment Insurance</p>
To Apply	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p>By mail: MGMT (Attn: ORE Staff Recruitment), U.S. Consulate in Nagoya, Nagoya International Center Bldg. 6th floor, 1-47-1, Nagono, Nakamura-ku, Nagoya 450-0001</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;">Closing Date: Open Until Filled</p>