

Vacant Position	Residence Assistant (Full-Time)
Job Description	Under the general supervision of the Ambassador and the Residence Manager, the job holder performs a wide range of duties and responsibilities, including all administrative-related duties such as travel, booking entertainment tickets, basic translation/interpretation, housekeeping tasks, official functions, etc. Performs other duties as assigned by the Ambassador and/or the Residence Manager.
Qualifications	<ul style="list-style-type: none"> -Proven ability to handle multiple tasks and prioritize effectively -Demonstrated flexibility and excellent interpersonal skills -Good computer skills -Good communicate skills in English and Japanese -Must be physically fit to perform assigned duties.
Location	The Ambassador's Residence, Minato-ku, Tokyo (Within 10 min. from Toranomom, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
Employment Conditions	<p>Term of contract: One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p>Work hours: Fulltime, 40 hour work week.</p> <p>Compensation: <u>¥4 million/year</u> (ORE-3 Step 10) including bonuses and other allowances.</p> <ul style="list-style-type: none"> -Commutation Allowance provided separately. -Salary increase is considered upon renewal of contract and successful performance. <p>Annual Leave and Holidays: Provided in accordance with internal regulations.</p> <p>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: HR (Attn: Residence Assistant), U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420</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: 11/30/2022</p>