

Executive Assistant to the Consul General of Japan and the Director of the Political Economy Department.

We are looking for an experienced Executive Assistant to the Consul General of Japan and the Director of the Political Economy Department, as part of the team focused on the bilateral Japan-New Zealand relationship at the Consulate-General of Japan in Auckland. This is a full-time position with a Monday-Friday schedule. The hours will be 9am - 5pm, with occasional overtime required.

Key responsibilities

- Manage the diary, schedule appointments, coordinate the meetings and host the visitors.
- Develop and maintain a database of key stakeholders for the Consulate General of Japan.
- Manage invitations, guest lists and co-ordination with members of the event team.
- Co-ordinate and schedule meetings with the Consular Corps of Auckland.
- Consult and draft suitable speeches, letters or replies on behalf of the Consul General and Director of the Political Economy Department where appropriate.
- Provide research support and reports on political and economic trends.
- Monitor current domestic and international affairs.
- Provide support to the wider team as necessary.

Essential qualifications, skills and experience

- Experience in executive support, administration, or similar roles.
- Excellent communication and interpersonal skills
- Excellent writing skills with an outstanding command of the English language.
- Strong organisational and time-management skills
- Discretion and sound judgement in handling confidential information
- High level experience using Microsoft Office
- Applicants must be New Zealand citizens Australian citizens or permanent residents
- Japanese language skills are advantage but not necessary.

A salary of \$80,000-\$85,000, depending on skills and experience.

If you feel that this position would suit you and that you possess the required skills and attributes to do this job well, please apply via seek.co.nz by submitting a CV and cover letter which will outline your motivation, skill set and experience.

[Seek Website Link](#)

HR Team

Consulate-General of Japan in Auckland