

Consular Team staff

We are looking for a new member who can work with us in the Consular / Security division with customer service delivery experience to work as part of the team 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. Salary will be determined according to candidate's qualifications and experience.

Duties and Responsibilities

- Dealing with enquiries, on telephone, e-mail and in person
- Preparation and management of official documents issued by consular offices
- Creation of records and legal interpretations and comparisons related to the work
- General administration duties

Requirements

- Proven experience using bilingual skills in a customer service environment
- A great communicator with excellent spoken and written English and Japanese
- An effective team player
- An eye for detail and a high level of accuracy
- Excellent time management skills and a track record of reliability
- Effective use of technology and competency in all Microsoft applications is essential
- Applicants must be NZ citizens or permanent residents

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 [online](#) by submitting a CV and cover letter which will outline your motivation, skill set and experience.

HR Team

Consulate-General of Japan in Auckland