

## POSITION AVAILABLE: CONSULAR STAFF (VISA OFFICER)

The Consulate General of Japan in Los Angeles is seeking for a full-time Consular Staff (specified in VISA relating matters). For those who are interested, [please send your response via email by Sep. 22<sup>nd</sup>](#) .

### 1. Job description

General consular matters including security issues

Visa related responsibilities, which includes:

- Adjudicate immigrant and non-immigrant visa applications for non-Japanese travelers traveling to visit, work, live, etc. in Japan
- Answering to phone calls including inquiries such as simple application procedure and complex cases regarding Japanese consular policies and regulations, etc.
- Assist visa applicants to complete necessary forms and documentation
- Review visa applications based on criteria set forth by the office
- Interview applicants to ascertain information pertaining to their visa applications

### 2. Working Environment

Venue: Consulate General of Japan in Los Angeles

Hours: Mon-Fri (except holidays) 9:30am-5:00pm (There could be over-time duties when necessary)

Salary: \$50,000 ~ \$55,000 per year (The salary of newly hired staff will be determined depending on their background, experiences, and skills)

Benefits: Group Medical insurance policy is available with "NIPPON LIFE" (80% of the premium is paid by the Consulate)

### 3. Requirements

Advanced reading, speaking, listening, and writing skills both in English and Japanese

Good knowledge or interest in Consular works

Ability to politely and respectfully interact with applicants in a pleasant and professional manner

PC and website literacy, basic knowledge of MS Word, Excel, etc

Work Authorization in the U.S. (U.S. Nationality/Green-card or eligible visa

holder)

**4. To apply**

Please send us your resume via email to [ryoji@ls.mofa.go.jp](mailto:ryoji@ls.mofa.go.jp) with the subject line "Consular Staff Position". Only the accepted applicant will receive an email by Sep. 29<sup>th</sup> to schedule an interview with us.