

May 1st, 2025

Recruitment of Local Staff (Driver) at the Consular Office in Portland

The Consular Office in Portland is currently seeking to hire a locally employed staff member to serve as a driver for official vehicles. Interested individuals are requested to submit the required documents via email to the address below **by Thursday, May 22, 2025** (documents must be received by this date).

[Position Available]

- 1 person

[Main Duties (Tentative)]

- Driving official vehicles (early morning, late night, and holiday work may be required).
- Managing official vehicles (maintenance coordination, arrangements with service providers).
- Driving support related to vehicle purchases and daily life assistance for consular staff.
- Handling postal duties (pickup/drop-off of mail and cargo, coordination with courier services, etc.).
- Other administrative support duties.

[Working Conditions]

- Expected start date: Mid-June 2025
- Working hours: Monday to Friday, 9:00 AM – 5:00 PM (30-minute lunch break). Note: Early morning, late night, and weekend/holiday overtime work may be required depending on duties.
- Holidays: Saturdays, Sundays, and official holidays designated by the Consular Office.
- Annual Salary: Approximately \$50,000 (subject to change based on experience and qualifications).
- Paid leave: 20 days per year. *First year: 5 days; second year onward: prorated until December 31; from the third year: full 20 days granted on January 1.*

- Insurance: Support provided for enrollment in optional insurance plans (workman's compensation, medical, dental). Employee copayment required.

[Qualifications]

- Must be a U.S. citizen or Green Card holder (Visa support is not provided).
- Must possess a valid U.S. driver's license.
- Must be available to work during the designated hours, including outside normal hours, holidays, and weekends.
- Must be in good physical and mental health.
- Must have competent driving skills and basic computer skills (e.g., email, Excel, Word).
- Must be able to work in English (Japanese language skills are preferred).
- Should demonstrate an understanding of Japanese culture, good communication skills with consular staff and external parties, and the ability to work cooperatively as a team member.

[Selection Process]

Only applicants who pass the document screening will be contacted at the phone number or email listed on their resume. Selected applicants will undergo an interview and a practical driving test before final hiring decisions are made.

[How to Apply] – Deadline: Must arrive by Thursday, May 22, 2025

Please send the Resume documents by email to the Administration Section of the Consular Office in Portland at: adminportland@se.mofa.go.jp. Use the subject line "(2025) Driver Position Application."

Only applicants who pass the document screening will be contacted. Please note that submitted documents will not be returned, and inquiries regarding the selection process or results will not be answered.