

Full-time staff position of the administration section, the Embassy of Japan

1. Job category: Full-time position of a locally hired staff in the administration section
2. Application requirements
 - (1) Bachelor degree or above, or equivalent.
 - (2) Good proficiency in all three English, Japanese and Danish.
 - (3) Computer skills (Word, Excel, and PowerPoint).
 - (4) Valid work permit in Denmark.
 - (5) Residential address within the City of Copenhagen or surroundings.
3. Job description

Administration works of the Embassy such as payments, accounting, communication with banks, companies and landlords, organizations of events, salary calculation, tax related matters, maintenance of offices and equipment in the office, translation of contracts between Danish and Japanese, administrative assistance for incoming and outgoing diplomats and other works that the Embassy may ask to do.
4. Conditions
 - (1) Salary: Based on Embassy regulations.
 - (2) Working hours: Monday to Friday 8:30-16:30, including one-hour lunch break. Overtime and work during weekends may be requested.
 - (3) Work place: Embassy of Japan in Denmark, (Havneholmen 25, 9 1561 Copenhagen V.) It may be required to work at the places outside of the Embassy on some occasions on temporary basis.
5. Application
 - (1) Please send the following documents to the Embassy by email.
Email: recruit.embassyofjapan@ch.mofa.go.jp
The Email subject : Administration, surname, given name
 - a) A cover letter including reasons for your application.
 - b) CV (in English) with your clear face photo attached.
 - c) A copy of "Certificate of No Criminal Record".
 - (2) The Embassy contacts you only when you are selected for interviews.
 - (3) Those selected for interviews will be requested to come to the Embassy for interview as well as examination to check language skill, etc.
6. Notes
 - *Your application should reach the Embassy no later than 5th July 2024.*
 - *The application documents will be used for this recruitment purpose only by the Embassy.*
 - *The Embassy will not return the documents to the applicants.*
 - *Inquiries can be made only via email. Please refrain from telephoning to the Embassy.*