

## Recruitment Information: Consular Office of Japan in Saipan, Clerk

The Consular Office of Japan in Saipan is seeking a Clerk.

### 1. Qualification Requirements

- US Citizen or Lawful Permanent Resident.
- Individual that could accomplish duty in English
- Individual that could operate basic computer programs (Words, Excel, etc.).

### 2. Job Description

- Secretarial Work
- General Administrative Work

### 3. Working hours, day offs and leaves.

- Working hours are Monday through Friday, 08:30 a.m. to 17:00 p.m.
- Saturday, Sunday and the office selected Holidays will be days off.
- You will receive paid vacation leaves.

### 4. Salary

- Salaries will be determined by the individuals experience and ability.
- Pay raise, Bonus and Over-time payment provided.
- Must abide the regulation of tax payment from United States and CNMI.

### 5. Procedure on applying for the position

Those who wish to seek the Clerk position for the Consular Office of Japan in Saipan, must submit the following documents directly to our office by Tuesday, 30<sup>th</sup> April 2019, at latest 17:00pm.

Please be noted that documents submitted to our office will not be returned.

1. Resume with the applicant photo.
2. Detailed explanation on the reason for applying for the position.
3. Copy of applicant passport, as well as copy of a Green Card for applicants that are Lawful Permanent Resident.

### 6. Selection Process

First Screening: Review of the documents

(Those who have passed the primary screening will be contacted on the contact number indicated on the resume, for scheduling of the written exam and interview.)

Second Screening: Written Exam and Interview

### 7. Scheduled employment date

Late May 2019

### 8. Address and Contact Information

Address: Suite 201, MH I BLDG, Marina Heights Business Park, Puerto Rico,  
Contact Information: 323-7201/7202