



Consular Officer - Australian Embassy Tokyo

New local engaged staff position!

募集職種

採用企業名

オーストラリア大使館

支社・支店

Australian Embassy Tokyo

求人ID

910944

部署名

Consular Office

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

勤務形態

派遣

勤務地

東京都 23区

給与

400万円 ~ 450万円

勤務時間

9:00-17:30

更新日

2019年06月26日 01:00

応募締切日

2019年06月29日

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル

ビジネス会話レベル

最終学歴

大学卒: 学士号

現在のビザ

日本での就労許可が必要です

募集要項

- Respond to client enquiries, both written and verbal in Japanese and English.
- Manage individual consular cases including arrests, deaths, hospitalisations, welfare concerns and whereabouts of Australians in Japan
- Travel as required to other locations in Japan to provide consular case management and outreach to Australian citizens.
- Maintain key external relationships, such as like-minded missions and legal contacts
- Assist to collate up-to-date resource information for the public.
- Contribute to Embassy crisis preparedness by assisting with consular response team training and respond to, and assist, during a consular crisis.
- Provide notarial services to clients.
- Perform duties of passport interviewing officer
- Act as back-up to Senior Consular Officer during periods of absence.

スキル・資格

- High level oral fluency and written proficiency in English and Japanese.
(minimum JLPT level 2 or equivalent & above TOEIC 950 points or equivalent)
- Proven aptitude to deliver efficient and courteous client-oriented service.
- Demonstrated organisational skills - capacity to handle multiple tasks and prioritise effectively.
- Superior attention to detail and adherence to relevant legislation and guidelines.
- High level interpersonal skills (empathy, discretion, emotional intelligence) and demonstrated resilience in stressful situations.
- Willingness and ability to work flexibly, as a dynamic member of a small team.
- High level of proficiency in operating office software and IT systems, and the capability to learn new programs in a timely manner.
- Willingness to undertake travel to other locations to provide consular services as required.
- Appreciation of Japanese social (welfare, health) systems, legal process and procedures is desirable.

会社説明

The Australian Embassy, Tokyo, represents the Australian Government and promotes Australia's interests in Japan. It works to project a positive image of Australia and provides consular information and services to Australians in Japan. A number of Australian government departments and agencies work from the Embassy. For more information on each, please follow the links listed below. <http://www.australia.or.jp/>