

Consulate-General of Japan at Brisbane

Executive Assistant for Consular and Cultural Affairs

Employment from 10th of June 2014

Applicants must possess the following requirements:

- A degree from a recognised tertiary institution
- Proficiency in Microsoft Office suite and web authoring tool “Adobe Dream Weaver”
- High Japanese language skills and knowledge of Japan essential
- Excellent oral and written skills in English

An application including resume, and details of two referees to be forwarded by 9th of May 2014 to:

**Consulate-General of Japan
Level 17, 12 Creek Street
Brisbane QLD 400**