

## **(Fall 2014) JOB POSTING**

**Position:** JET Programme Assistant Coordinator  
**Position Type:** Full Time – Temporary

**Application Deadline:** Thursday October 10<sup>th</sup>, 2014 – 4:00 pm

**Location:** Consulate General of Japan-Toronto  
**Suite 3300, 77 King Street West**  
**P.O. Box 10, TD Centre**  
**Toronto, ON M5K 1A1**

**Approximate start and end dates:**  
**Start Date:** Monday October 20<sup>th</sup> 2014  
**End Date:** Friday, November 21<sup>st</sup> 2014

### **Position Description:**

The JET Programme Assistant Coordinator will provide assistance in the fall recruitment period of the JET Programme. She/he will be responsible for answering telephone and in-person inquiries from JET candidates; responding to post and e-mail inquiries; helping maintain data using MS Access; preparing and creating form letters in MS Word and assisting the JET Coordinator with preparations for the selection interviews. On occasion, she/he may also be asked to assist with work beyond the JET Programme or assist with occasional school visits.

### **Required Experience & Skills:**

- Experience working as an ALT or CIR on the JET Programme
- Good working knowledge of Microsoft Office (Word, Excel, Access), Microsoft e-mail and Internet applications (Outlook and Internet Explorer) and Windows 2000 & XP and Windows 2007
- Excellent written and spoken English language skills
- Proven administrative and organizational capacities

### **Workplace:**

The Consulate General of Japan-Toronto (**Suite 3300, 77 King Street West, P.O. Box 10, TD Centre**). The JET Programme Assistant would be working within the Information and Culture section of the Consulate-General of Japan. The position requires staff that are able to work well independently and in collaboration with others in both supervised and unsupervised situations.

### **Hours & Compensation:**

This is a full-time temporary position

Starting from approximately Monday October 20<sup>th</sup> 2014 to Friday, November 21<sup>st</sup> 2014;

Monday through Friday (except Consulate holidays), 9:00 am to 5:00 pm.

Pay is hourly at approximately \$15.00 per hour (8 hours per day), for approximately 5 weeks (24 days).

### **To apply:**

**Interested applicants should submit a covering letter and resume email at [access@to.mofa.go.jp](mailto:access@to.mofa.go.jp)**

**Application Deadline:** Thursday October 10<sup>rd</sup>, 2014 – 4:00 pm

**Please note "JET PROGRAMME ASSISTANT COORDINATOR APPLICANT" on the e-mail header, respectively.**

**Interviews will be arranged following this deadline (most likely October 14<sup>th</sup> -16<sup>th</sup>), and the position will commence shortly thereafter on Monday October 20<sup>th</sup> 2014.**

Please note that while the Consulate General of Japan appreciates the efforts of all applicants, only those selected for an interview will be contacted.