

## Job Posting: Economic Aide

The Consulate-General of Japan is currently recruiting a temporary staff member who will be assisting in the economic section.

### 1. Overview of the position:

Support the consuls in charge of economic affairs (conducting research on the Canadian and Ontario economies; producing documents; etc.), and when the need arises, assisting the consul in charge of political affairs (conducting research on Canadian and Ontario politics; producing documents; etc.).

### 2. Qualification:

1. Can work in-person at the office for the regular working hours listed below
2. Has a high level of English and communication skills, and capable of conveying and understanding subtle nuances with precision in various means including email, over the phone, in-person conversations and meetings.
3. Is proficient in Word, Excel, PowerPoint and other commonly used software. Has the writing and computer skills to create briefing materials and meeting summaries.
4. Preference will be given to those who have interest in and knowledge of the Japan-Canada economic relationship as well as international economics. Proficiency in Japanese is preferred.
5. Holds Canadian citizenship or permanent residency status.

### 3. Contract Period:

From the beginning of August 2025 (tentative) to August 31, 2026. (Includes three-month probationary period.)

### 4. Regular working Hours:

Monday to Friday, 9 am to 5 pm, except holidays. This includes a one-hour lunch break.

### 5. Salary

To be determined through interview(s)

#### 6. How to apply

Please submit your CV (in either Japanese or English) as well as names and contact information of two references by e-mail to [rsvp@to.mofa.go.jp](mailto:rsvp@to.mofa.go.jp)

#### 7. Deadline for Application

Friday, June 20, 2025

\* There will be an interview for candidates who pass the review of written applications.  
Only candidates selected for interviews will be informed of their result.