



# JOB VACANCY ANNOUNCEMENT

**VA#:** VA-2018-01

**Opening Date:** March 13<sup>th</sup>, 2018

**Closing Date:** April 6<sup>th</sup>, 2018

**Position Title:** Driver/ Office Assistant

**Salary:** USD \$ 30,000~ (Annual)

**Duty Station:** Embassy of the Republic of Palau in Japan

## **Duties and Responsibilities:**

- Driver
  - Driver for Ambassador or other diplomat(s) to events, receptions and other designated locations.
  - Delivery of documents, packages and related courier functions.
- Office Assistant
  - Help manage, organize, and coordinate schedules of meetings, seminars, events, receptions, etc.
  - Assist in administrative work
  - Receive and respond to inquiries in a courteous and timely manner by phone/fax/email/mail.

## **Minimum Qualifications and Requirements:**

- ✓ Valid status of residence in Japan
- ✓ Japanese Driver's License (Ordinary Motor vehicle)
- ✓ Bachelor's Degree
- ✓ Confident with communicating in English and Japanese
- ✓ Must be able to work on flexible hour schedule

## **Competencies, Values, and Skills:**

- ✓ Communication and proper protocol
- ✓ Trustworthy and courteous
- ✓ Teamwork
- ✓ Dependable and Loyal
- ✓ Professionalism
- ✓ Basic Computer skills (Word, Excel, etc.)
- ✓ Administrative and secretarial skills preferred

**Please contact us for any questions. Send us your Application and CV to the following.**

**Email: [careers\[at\]palauembassy.or.jp](mailto:careers@palauembassy.or.jp)**