

Property Management and Administration Staff

Work location: Office of the Consul General of Japan in Montreal (Downtown Montreal)

Main tasks: The main task of the position is Property Management and Office Administration for Consulate General of Japan in Montreal. You will be responsible to ensure that the property is well-maintained and manage day-to-day administration.

As Consulate General of Japan in Montreal, we thrive to build relations between all five provinces within our jurisdiction – Quebec, Nova Scotia, Newfoundland and Labrador, New Brunswick, and Prince Edward Island, and Japan. For the examples of our specific activities, visit our official Facebook (Consulate General of Japan in Montreal). The duties and responsibilities include, but are not limited to:

1. Property Management

- Establish and maintain good relations with all co-workers and contractors.
- Ensure all building rules and regulations are respected.
- Develop and maintain preventative and corrective maintenance schedules.
- Oversee maintenance activities such as HVAC, mechanical, plumbing, lighting, electrical, fire protection systems, pool equipment, Phone/Data Connection etc.
- Meet all provincial/federal/municipal legislation and standards.
- Analyse tender and bid documents, as well as contracts and manage the projects.
- Provide timely and meticulous reports regarding any operational issues.

2. Administration

- Obtain estimations, prepare correspondences and other formal documents.
- Conduct research and provide answers/solutions to requests for information.
- Classify documents in line with established procedure.
- Ensure internal and external communication by following up on various projects.
- Coordinate appointments with contractors and on-site person.
- Other miscellaneous administration tasks.

Required qualifications and conditions:

- Strong motivation and commitment to keep our facility in good condition.
- Excellent command of French and English (spoken and written), Japanese ability preferred.
- Knowledge of real estate management.
- Knowledge of Microsoft Office software.
- Strong verbal and written communication and people skills, including a proven ability to build relationships.
- Excellent accounting and project management skills.
- Excellent at planning and organizing.
- Strong negotiation skills.
- Knowledge of Residence standards and requirements coupled with sound technical knowledge.
- Strong analytical and problem-solving skills.
- Canadian citizenship or permanent residence status is required; no working visa support will be provided.
- Schedule flexibility and overtime capacity also on the weekends and at nights, as needed.

Salary (paid monthly): The salary will be decided according to criteria set by the Government of Japan.

Advantages: Paid holidays and social benefits. Details will be explained during the interview.

Working conditions:

Five (5) days per week (Monday to Friday).

The working hours of these 5 days are 09:00-17:00 (including a 1-hour break), which amounts to 35hrs/week.

Permanent position, defined as: a three-month trial period, followed by a one-year contract, followed by a permanent position contract.

Application procedures:

- Email address to apply: administration@mt.mofa.go.jp
- Document requirements: Attach your resume as a Word or PDF file. You may also attach a cover letter if desired. If the total weight of all attached files exceeds 9MB, please reduce the size of files or separate over two email messages prior to sending.
- Subject line requirement: The subject of your message must be “Property Management and Administration”.
- Only selected candidates will be contacted for an interview.

We thank you for your interest and look forward to receiving your application.