

Recruiting process underway for position:

Local Staff Member for General Administration & Secretarial Duties

Place of work: The Consulate General of Japan in Montreal (located at 1 Place Ville Marie)

Main responsibilities:

Administrative and secretarial tasks at the Consulate General of Japan in Montreal will be the primary responsibilities affiliated with this position, including managing the schedule & appointments of diplomatic staff, as well as supporting various events and activities organized by the Consulate General.

The Consulate General of Japan in Montreal aims to build and strengthen relations between Japan and the five provinces of its jurisdiction: Quebec, Nova Scotia, Newfoundland and Labrador, New Brunswick, and Prince Edward Island. For details regarding the specifics of this mandate, please visit the Consulate General's website, Facebook page, and other social media platforms.

Detailed list of duties (including, but not limited to, the following):

1. Administrative tasks:

- General administrative matters
- Manage and update various databases
- Support operations at receptions held either at the Consul General's residence or at other locations
- Tend to honors or awards-related duties
- Prepare estimates and documents related to diplomatic staff business trips
- Support honorary consuls general
- Perform other related tasks as needed

2. Secretarial tasks:

- Manage and coordinate diplomatic staff's schedules, setting meetings, visits, business meals, and other various appointments
- Coordinate with residence staff, outside support staff, and the culinary chef in residence as required, make restaurant reservations when needed
- Answer the telephone, manage email correspondence, and guide official visitors when necessary
- Act as point of contact for provincial governments and other organizations
- Organize documents according to established procedures, sort/file paperwork, and do data entry

3. Eligibility criteria:

- Canadian citizenship or permanent residence; no visa support provided
- Ability to work over extended periods of time
- Flexibility in scheduling allowing overtime work both on weekdays and weekends
- Native-level French and English fluency, both verbal and written, with knowledge of Japanese a plus
- Advanced knowledge of Microsoft Office components (Outlook, Word, Excel, PowerPoint, SharePoint, etc.)
- Highly motivated, with a strong sense of responsibility toward supporting the work of diplomatic staff and other colleagues, in addition to gaining the implicit and complete trust of diplomatic staff
- Efficient information sharing and ability to provide timely, thorough reporting to relevant staff members
- High-level verbal and written communication skills
- Excellent planning and preparation capabilities
- Excellent project management skills and solid grasp of accounting management
- High-level analytical and problem-solving skills
- Excellent negotiation skills
- Always act with decorum befitting a diplomatic mission

4. Employment conditions:

- Salary (paid on a monthly basis): Determined according to standards set by the Government of Japan
- Benefits: Paid leave, social security system detailed during the interview
- Work scheduling:
 - Working weekdays, five (5) days a week, Monday to Friday (excluding holidays and other office closure days).
 - Default work hours on weekdays are from 9 a.m. to 5 p.m., excluding one (1) hour for lunch from 12:30 p.m. to 1:30 p.m., totaling 35 hours per week.
- Period of contract :
 - One (1) year from hiring date (with the initial three (3) months acting as a probationary period). Possibility of renewal to a long-term contract based on work performance thereafter.

5. Application process:

Step 1: Submission of documents for first stage of selection

Required documents:

- 1) Resume in Word or PDF format, in French, including professional experiences and accomplishments, and a statement of purpose incorporating affinities/experiences of the candidate with Japan (these documents can also be submitted in Japanese in addition to French if desired)
- 2) Proof (copy) of Canadian citizenship or of Canadian permanent residence
- 3) JLPT N2 or higher certification-holders must include a copy of their certificate

File size restrictions for attachments:

Please ensure that the totality of all attached files' size does not exceed 9 MB. If file sizes are too large, you may spread files across two (2) separate emails, clearly identifying each appropriately to this effect per further instructions below.

Subject line text restriction for email(s) sent:

Please copy and paste the following Japanese text into the subject line of your email:

総務兼秘書業務担当事務職員への応募

Then, append your full name after the above Japanese text.

If you are submitting documents across two (2) emails due to excessive attached file size, please also append notation to this effect after your name, example: append 1/2 in the first email's subject line, and then append 2/2 to the second email's subject line.

Submission deadline:

Wednesday, January 21, 2026, by 11:59 p.m. EST (Eastern Standard Time)

Submission method:

Submit required documents via email to: bureaucg@mt.mofa.go.jp

Please note carefully: Submissions not following the above specifications down to the exact detail will automatically be rejected.

Step 2: Interview & Written exam

Once the first stage of selection based on the above is complete, only applicants selected for step 2 of the process will be contacted.

Interviews and other exams will be held in person at the offices of the Consulate General of Japan in Montreal during the month of February 2026.

We look forward to receiving interested persons' applications.