

## **Facilities & Administration Coordinator**

### **Position Summary**

The Facilities & Administration Coordinator is responsible for overseeing the day-to-day facilities operations of the Consulate and the official Residence, including coordinating maintenance, repairs, and services with external contractors. The role also provides administrative and accounting support to ensure the smooth and efficient operation of the office.

### **Key Responsibilities**

The responsibilities include, but are not limited to, the following:

#### **Facilities & Maintenance Coordination**

- Coordinate maintenance, repair, and service requests with external contractors
- Obtain and analyze quotations from vendors and service providers
- Schedule and follow up on maintenance and repair work
- Oversee maintenance activities such as HVAC, mechanical, plumbing, lighting, electrical, fire protection systems, pool equipment, Phone/Data Connection etc.
- Monitor building conditions and report issues as needed
- Maintain records of facility maintenance activities and contracts
- Ensure compliance with all provincial/federal/municipal legislation and standards in conducting the above-mentioned tasks

#### **Administration & Accounting, General Office Support**

- Process invoices, expense claims, and payment documentation
- Support basic bookkeeping and financial record-keeping
- Maintain organized filing systems and administrative records
- Liaise with accounting service providers as required
- Provide general administrative and clerical support
- Assist with procurement of office supplies and equipment
- Support internal coordination and communication tasks
- Perform other duties as assigned

### **Qualifications**

#### **Required**

- Must be a Canadian citizen or permanent resident
- Strong communication and writing skills in both French and English especially for dealing with external vendors and service providers

- Ability to multi-task, prioritize assignments, and manage time effectively in a fast-paced environment
- Ability to quickly learn new tasks and consistently deliver meet deadlines
- Previous experience in administration, facilities coordination, maintenance support, or a related field
- Basic understanding of accounting processes (invoices, payments, expense tracking)
- Proficiency in Microsoft Office (Word, Excel, Outlook)

#### **Preferred**

- In-depth knowledge of local laws and regulations on construction and maintenance
- Experience coordinating building maintenance or facility services, including experience as a Building Superintendent
- Knowledge of procurement and vendor management processes
- Knowledge of Japanese

#### **Personal Attributes**

- Positive and proactive attitude with a strong sense of initiative
- Ability to work both independently and as a part of team, following directions in an efficient and professional manner
- Strong problem-solving skills
- Decorum and behavior befitting a diplomatic mission

#### **Employment Details**

- Position Type: Full-time
- Work location: Mainly at Consulate General of Japan in Montreal. In addition, the Consulate General's Residence, and other locations as directed
- Working Hours: 09:00 – 17:00 (including lunch break 12:30 – 13:30), Five (5) days per week (Monday to Friday)
- Salary range (paid monthly): The salary will be determined in accordance with standards of the Government of Japan, but please indicate your expected salary
- Benefits: Group insurance, paid vacation, and other benefits in accordance with Consulate policies
- Period of contract: One year and eleven months from the date of employment, with the first three months serving as a probationary period. Possibility of renewal to a long-term contract based on work performance thereafter

#### **How to Apply & Application Process**

**Step 1: Submission of Application Documents**

Interested candidates are invited to submit their required documents to:

administration@mt.mofa.go.jp

Application deadline: Friday, August 7, 2026 (by 17:00)

**Required documents:**

- 1) Resume in Word or PDF format, including professional experiences and accomplishments
- 2) Proof (copy) of Canadian citizenship or of Canadian permanent residence

*\*Please ensure that the total size of attachments does not exceed 9 MB. If the file size exceeds this limit, please submit your application in multiple emails.*

*\* Applications that do not meet the above documentation requirements will be automatically disqualified.*

**Step 2: Interview & Written exam**

Only candidates selected for an interview will be contacted. Interview and written exam will be held in person at the Consulate General.

*\*We do not respond to inquiries from employment agencies.*