

# Job Vacancy

Consulate-General of Japan in Dubai is looking for an administrative assistant.

Due date: **June 30<sup>th</sup>, 2025**

Please note that we do not accept any applications or inquiries over the phone.

## 1. Job Summary

Telephone Operator, Accounting, Staff Management, General Affairs, IT infrastructure management and facility maintenance.

## 2. Job Description

(1) Telephone Operations: Answering phone calls and message taking.

(2) Accounting, HR Management, and General Affairs: Handling accounting tasks, attendance management, and other HR-related duties, as well as general administrative tasks.

(3) IT infrastructure management tasks: Maintenance and operation of IT infrastructure, including network equipment and communication lines.

(4) Maintenance and Repairs: Managing office facilities and providing support for repairs and maintenance.

## 3. Requirements

### ➤ Mandatory Skills

(1) Excellent English communication.

(2) Basic computer skills (Word and Excel).

(3) Experience as a telephone operator or in customer service.

(4) Team work oriented attitude .

(5) Flexibility for overtime work (Overtime allowance will be paid).

### ➤ Additional Skills (Advantage)

(1) Japanese or Arabic language skills are preferable.

(2) Experience in accounting, human resources, or general affairs is preferable.

(3) Knowledge of or strong interest in internet related tasks.

## 4. Working conditions and benefits

(1) When to start working: October, 2025

(2) No. of open positions: 1

(3) Working hours: Monday-Thursday 7:30-17:00 (1hr break), Friday 7:30-12:15

Holiday: Saturday, Sunday and Consulate holidays.

### (4) Conditions

A. Salary: Around AED 10,000 monthly (Depending on experience, allowances included)

B. Contract: Probation period of 3 months. Contract will be renewed every year.

C. Benefits: Medical insurance.

\*No allowances for housing, transportation, meals, or return airfare to the home country.

## 5. How to apply

Please send the required documents to the following email address:

[saiyo-dubai@du.mofa.go.jp](mailto:saiyo-dubai@du.mofa.go.jp)

## 6. Required documents

(1) Resume

(2) Documents proving academic and work history (e.g. school certificates, job certificates)

(3) Emirates ID copy (front and back)

Kindly note that only those who pass the document screening will be contacted.