

Job Opening : Consulate General of Japan in Boston

The Consulate General of Japan in Boston is seeking a highly motivated, team-oriented individual for the position of driver. Please see below for a detailed listing of responsibilities.

Tentative Start Date: Saturday, January 1, 2022

Please note: Candidates must be a U.S. citizen or U.S. green card holder. Screening will begin immediately and will continue until the position is filled.

Responsibilities

1. Consult daily agenda, use of navigation devices, emailing and use of smartphone, texting
2. General maintenance and cleaning of the vehicle
3. Assist passengers in the loading and unloading of the luggage process
4. Other responsibilities as required

Required Qualifications:

1. Clean Driving Record (No serious offenses)
2. Fluency in English
3. Flexibility (hours will vary based on the event's schedule and could include early mornings, evenings and weekends)
4. Experience driving in Boston and surrounding areas
5. Excellent communication skills
6. Must be able to lift 55lbs

Preferred Qualifications:

1. Repairman skills
2. Limousine and/or chauffeur experience

Working Hours and Benefits

Working hours: 9:00 am – 5:30 pm (Lunch Hour 12:15-13:15), Monday through Friday. Occasional paid overtime is required as needed. The Consulate General of Japan in Boston offers group health insurance coverage, paid vacation and sick leave. Salary is commensurate with work and academic experience.

How to apply:

E-mail the information below to admin.boston@bz.mofa.go.jp by **Sep. 17, 2021**.

1. Typed Resume

(includes: a. Educational background b. Past employment history c. Reference(s))

2. Cover Letter

3. 5-year certified driving record from DMV

4. Verification of US employment eligibility

Due to the high volume of applications received, only successful candidates will be contacted.