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Vacancy

The German Embassy in Tokyo is seeking eligible and qualified applicants for the position as a caretaker in the Facilities Management Section as of June 1, 2017 (initially limited to 2 years).

It is a full-time position with a working time of 40 hours a week. The contractual conditions are based on the model work contract for locally employed workers at the German foreign representations in Japan.

The position will mainly comprise the following tasks:

- Repairs and maintenance of federal properties and all technical devices belonging to the equipment.
- Technical preparation of social and other events (includes partly heavy physical work).
- Accompanying external craftsmen.
- Price research and acquisition.

Applicants should meet the following requirements:

- Completion of vocational training as a craftsman or technician (electricians, climatic technicians or locksmiths are preferred).
- Several years of practical work experience, since independent work is expected.
- Good Japanese language skills as well as good German or English language skills.
- Willingness to work in a team.
- Flexibility, resilience (also for physical work), good organizational skills, diligence.
- Driving license valid in Japan.
- Normal PC user knowledge (Microsoft Office).
- Applicants who are not Japanese nationals must have a valid residence permit for Japan.

Applications in German, English or Japanese are submitted with the following documents

- Motivation letter
- Recent photograph
- Curriculum Vitae (in table form)
- Proof of qualification
- Job references (from former employers)
- References
- Valid driving license
- Valid residence permit (only for non-Japanese nationals)

to the address below latest by April 30, 2017:

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