



## **The Royal Danish Embassy in Tokyo is looking for an Administrative Officer**

**Position:** Administrative Officer  
**Type of employment:** Full time, three-year duration on a local contract  
**Starting date:** 1 May 2026  
**Location:** The Royal Danish Embassy in Tokyo  
**Deadline for application:** 15 January 2026

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The Royal Danish Embassy is looking for a proactive, efficient and reliable Administrative Officer. The candidate will undertake administrative, HR, accounting, and supporting consular tasks, within the Embassy's administrative and consular team. Responsibilities can be developed and expanded over time.

### **Main tasks and responsibilities**

- Administrative affairs:
  - Rental and utility supplier contract management, with related market assessment, accounting, tax exemption, and reporting tasks.
  - Protocol registration and reporting with Japanese authorities within HR (posted and local staff), vehicles, housing etc.
  - HR registration tasks for local staff (health/ pension/ unemployment etc.).
  - Administrative support for other teams.
- Accounting:
  - Support and backup for accounting matters.
  - Invoice management.
  - Online and manual bank registration.
- Consular:
  - Regular routine tasks:
    - Weekly system input of residence permit and visa applications.
    - Visa sticker print and management.
  - Ad hoc assistance, e.g.
    - Contact to Japanese police and other institutions.
    - Language support to non-Japanese staff.
    - Backup assistance to Danes in Japan.

**Required qualifications**

- General:
  - Relevant educational background, preferably at academic level (B.A. or higher).
  - Minimum 5 years of relevant work experience in similar field
  - Japanese native speaking level.
  - English fluency, both oral and written.
  - Legal stay in Japan.
  - A positive, open-minded, pro-active, result-oriented, and creative approach to managing tasks and solving problems as they arise.
  - A structured mind-set and excellent planning and coordination skills.
  - A high sense of responsibility.
  - Great interpersonal skills and team player approach. Interest in and willingness to exchange knowledge with colleagues.
  - Ability to work independently and efficiently.
  - Flexible and willing to adapt to changing needs of the Embassy.

**We offer**

- An exciting, inter-cultural and dynamic work environment with an international atmosphere.
- A large degree of independence.
- A modern and innovative work place that values staff satisfaction.
- Flexible working hours.
- A salary reflecting competencies.
- Possibility for expansion of responsibilities according to development of relevant competencies.

### **Employment conditions**

- You will be offered full-time employment for a duration of 3 years, with the possibility of extension. Employment will be under a local contract governed by the relevant legally binding labour market rules of Japan and the Staff Rules of the Embassy, which are established in accordance with the regulations of the Ministry of Foreign Affairs of Denmark for locally employed staff.
- Your standard working hours will be 40 hours per week with a large degree of flexibility in organizing your own daily working hours.
- You will be entitled to 25 of paid holidays per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- As part of your employment, you will have access to be covered by a pension scheme and a healthcare scheme. Japanese nationals can be covered by the Japanese unemployment scheme as well.
- Employment is contingent on the ability to obtain and retain Danish security clearance. The process begins after shortlisting of candidates. The employment date may be adjusted if the security clearance process is delayed.
- Taxation depends on nationality in accordance with the Tax Convention between Japan and Denmark, and the rules of the Ministry of Foreign Affairs of Denmark.

### **Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant qualifications, education, recommendations and 2-3 references) in English to the Royal Danish Embassy at [tyoamb@um.dk](mailto:tyoamb@um.dk) marked "Application for position Administrative Officer" and your name in the subject line.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

### **Questions**

For any questions regarding the position, please contact [tyoamb@um.dk](mailto:tyoamb@um.dk).

### **About us**

The Royal Danish Embassy in Tokyo is part of the Danish Foreign Service. The Embassy covers Japan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 40 staff members, some posted from the Danish Ministry of Foreign Affairs and some locally employed.

For more information about the Embassy, see <https://japan.um.dk/en>.