



## Non-Immigrant Visa Assistant

The Consulate General of the United States of America, Auckland is seeking an individual for the position of Non-Immigrant Visa Assistant.

If you are a professional who is driven, flexible and enjoy working in a busy consulate environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure administrative position is a permanent, full-time vacancy. The Visa Assistant will process visa applications, serve customers at the window and will also handle cash transactions.

To be successful in this role, you will have a minimum of 2-3 years of general office administration experience, working and serving customers in a public setting, and have experience in handling cash transactions.

We're looking for a professional who has excellent customer service skills, an ability to meet deadlines and be part of an office team that is efficient and constantly looking to maintain the highest standards of service to the public.

The starting salary for this position is \$44,951 per annum.

*All employees of the US Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

For further information or to apply for this position, please forward correspondence to:

HR Officer  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close at 5pm on Monday, 23 July 2012**

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*