



Visa Assistant (Non-Immigrant Visa)

The United States of America Consulate General invites applications for a full time position located in our Consular Section in Auckland.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! The Visa Assistant will be required to process non-immigrant visa applications in accordance with mandated rules and regulations.

To be successful in this role you will have completed secondary school and have a minimum of 2-3 years experience in office administration, with considerable customer service experience involving the public. You will also have strong computer skills, be competent in MS Office and also be able to learn new data-based computer programs. The position will require you to work under pressure and carefully towards deadlines. You will also have to work independently, manage your time well and be organized. Working as a part of a close knit team, you must also demonstrate an ability to work as part of a team, an ability to handle sensitive documents and information and to adhere to office policies and procedures.

The starting salary for this position is \$44,951 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. 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

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov.

Applications close on Wednesday, 9 April 2014.

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.*