



Non-Immigrant Visa Assistant

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 two 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 successful applicant must have experience in basic cash handling, such as the use of cash registers. Good working knowledge of the English language, both oral and written is required. Knowledge of Maori, Samoan, Tongan, or a major Asian language helpful but not essential.

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 \$51,043 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 <https://nz.usembassy.gov/jobs/u-s-consulate-auckland/>

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

Applications close on Tuesday, 9 February 2016.

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.