

The Consulate-General of Japan in Da Nang is seeking a person to fill the position of Butler who is capable of providing high-quality services at Japanese Consul-General's Official Residence.

Job Title

[Butler/Residence Manager] 1 (one) post

Job description

Responsibilities include serving food/beverages to guests and overseeing preparations, operations and service of banquets, receptions and functions held by the Consulate: facilities management, cleaning and general maintenance of the residence including the garden; and maintaining open communication and working closely with office staff and outside vendors. Assisting Official Chef's work.

Other duties instructed by the Consulate-General. Substitute the duties of Maid/Boy in her/his absence.

Qualifications and Experience

- High school or university degree
- At least 8 years experience from a similar position in the hospitality industry (hotel, restaurant)
- Good written and verbal communication skills in English and Vietnamese. Japanese language skills are not essential.
- Able to accomplish duties with professionalism, service minded (Experience of working in a five-star hotel or a top-class restaurant is welcome)
- Able to provide efficient and effective service. Always mindful and able to pay close attention to the surrounding circumstances.
- Able to work in team
- Proficient in Microsoft Word, Excel, Outlook etc.
- Eligibility to work in Viet Nam (the Consulate-General of Japan does not assist with Vietnamese work permit). If applicant is not a Vietnamese national, please attach the certificate.
- Experience of working abroad or employed by foreign-owned company is desirable.
- No criminal record, including no history of arrest, etc. (including relatives within the second degree of kinship and spouses)

Terms and conditions

- Expected hiring and start date: 1st December 2026 (planned, negotiable)
- Working hours: from 10:00 AM to 18:45 PM (including 1 hour lunch break)

[Note: Request for overtime (evening, weekend etc.) upon Consulate' s necessity. Overtime allowance is paid based on the Consulate' s regulations.]

- Salary: Determined in accordance with Consulate-General' s regulations, taking into account educational background, work experience, qualifications and other factors. (Note: The base amount is set at 1000 USD. The final salary amount may be higher or lower than 1000 USD.)
- Other: Social security benefit in accordance with the Vietnamese regulations. Bonus (once a year), potential pay raise.

Application Process

Please send in following documents to the Consulate-General of Japan in Da Nang no later than 18 September 2026.

- CV with facial picture in Vietnamese and either English or Japanese. CV must include but not limited to contact address (mobile phone number, e-mail address etc), educational background, working experiences.
- Copy of certificate of language skills

Postal address: Floor 4-5, Lot A17-18-19, 2/9 Street, Hoa Cuong Ward, Da Nang City, Viet Nam

Please submit your application marked with "Residence staff application ([Butler/Residence Manager])"

Only shortlisted applicants will be notified and invited to an in person interview and practical test.

All submitted documents will not be returned regardless of the selection outcome.

The Consulate-General of Japan in Da Nang will not answer any questions concerning the recruitment via telephone. Should you have any question, please send it to daihyou-danang@xu.mofa.go.jp.

The Consulate-General of Japan in Da Nang never requests any money from applicants in connection with this recruitment.