Job Vacancy

3 September 2025

The Embassy of Japan in Latvia recruits a full-time local staff who works as a maid at Ambassador's residence.

【Job description】

Duties

- Full time job (from 9:00 to 17:30 on weekdays) maid (housework) in Ambassador's residence.
- Cleaning and maintenance of the premises (daily and general cleaning)
- Laundry and ironing
- Dish washing
- Cooking assistance
- Serving guests (lunch, dinner)
- Shopping

Period

- We expect you to start working from 1st October 2025.
- Working days and hours
  Full time job (from 9:00 to 17:30 on weekdays, from Monday to Friday)
  ※Overtime work (paid) when we have guests for dinner time.

Requirements

- Fluent in Latvian language. Need to be able to communicate in English (enough to conduct duties described above).
- Accuracy, diligence, willingness to respond flexibly and to pick up different responsibilities
- Ability to adapt to the situation and be observant
- Good communication and cooperation skills
- Treat colleagues and guests with respect
- Good health condition (required to submit health certificate before start working)

Salary

A stable gross salary of 1500.00 - 1700.00 EUR per month (depending on performance, salary could be raised annually.)

How to Apply

If you are interested in this recruitment, please send the following documents by email or bring them in person to the Embassy by 10th September 2025.

(1) Curriculum vitae
(2) A cover letter stating facts that meet the requirements of this job Vacancy
(3) A phone number and email address where you can be reached during the day

Address: General Affairs Section, Embassy of Japan in Latvia
　　　　　Vesetas iela 7, Riga, LV-1013
Phone: +371-6781-2001
Email: adminlv@rg.mofa.go.jp

No documents will be returned. Personal information and the documents you submit will be used only for purposes related to this Job Vacancy and will not be used for any other purpose.

Please note that due to the Embassy's policy, only applicants who successfully pass the document review and interview will be notified of the result.