

Vacancy: Ambassador's Residence Gardener and Assistant

The Japanese Embassy in Austria is offering a vacant position for a reliable garden maintenance and various assistant

1. Functions and duties

- (1) Garden management at the Ambassador's Residence
- (2) Supporting general administrative duties (e.g. shopping, carrying equipment etc.)

2. Date of employment: From July 1st, 2025

3. Minimum Requirements

- (1) Valid residence and work permit in Austria
- (2) Fluency in both German and English
- (3) Good knowledge and experience of garden management
- (4) Mental and physical health, able to work proactively

3. Application documents

- (1) Curriculum vitae and cover letter (letter of motivation)
- (2) 1 photo
- (3) ID card(copy)(with photo)
- (4) Non-EEA nationals: Documents proving eligibility to work (copy)
- (5) Passport (copy)

Please note that the submitted documents will not be returned. Applications that do not meet the above requirements will not be considered. Only those applicants who are invited to a personal interview will be notified approximately 2 weeks after the application deadline.

4. Terms of Employment

- (1) Working hours: Monday to Friday from 08.00 to 16.30 (overtime possible)
- (2) Lunch break from 12.00 to 13.00
- (3) Monthly gross salary (incl. tax and social security contributions) about 2,500 euros
*Salary varies according to knowledge and experience
- (4) Allowances are paid for the overtime worked

5. Application deadline and contact details

Please send your application with the required documents listed under point 3 by e-mail or post to one of the addresses below: (Applications must be received by 31 April 2025)

- (1) By e-mail: yutaka.hiraren@mofa.go.jp
(For larger data volumes, please split your documents into several e-mails.)
- (2) By post: Embassy of Japan, Heßgasse 6, 1010 Wien
(Please write on the front of the envelope in red letters: "Application documents – Embassy Gardener")