



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: May 6, 2022

Location: Enkei America

Opportunity:

ENKEI is one of the world's leading aluminum wheel manufacturers with operations in nine countries. The Executive Assistant role has the primary responsibility to assist the President of Enkei America in day to day activities.

Primary contact and communication channel with our parent company headquarters in Japan. Communications are mostly in Japanese and relate to HR and Accounting documentation and issues.

What a successful candidate will do:

- Coordinate executive level communication with customers, employees and internal stakeholders.
- Assisting with a wide variety of tasks at the President's direction.
- Handling the business of the President's office with a high level of integrity in regards to confidentiality.
- Schedule flight and hotel reservations as needed.
- Collaborate with administrative staff to organize arrangements for customers and staff.
- Collect data from managers to assemble monthly reports for HQ related to US operations.
- Familiarity with finance and accounting documents to support accurate translation.
- Familiarity with visa requirements for Japanese staff to work in our U.S. offices.
- Maintain a commitment to the highest ethical standards.
- Provide guidance and translation assistance to Japanese staff and families as needed.

What a successful candidate will bring to Enkei:

- Fluent language skills in English and Japanese
- Good organizational skills
- Good oral and written communication skills
- Positive Attitude
- Microsoft Office experience

Requirements:

- US work authorization (Required)
- Bachelors Degree (Preferred)
- High school or equivalent (Required)
- Executive Assistant: 2 years (Preferred)

Benefits:

- Flexible Spending Account
- Health insurance
- Dental insurance
- Vision insurance
- 401(k) + matching
- Paid time off

- Employee discount for Enkei wheels
- Life insurance
- Tuition Reimbursement

Please submit your resumes to Julie Del Genio: JDelGenio@enkeiamerica.com