



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: February 16, 2023

FTIC JOB DESCRIPTIONS

Job Title: General Affairs / Translator

Exempt

Non-Exempt

Hourly

Department: Human Resources

Reports To: Sr. Manager of Human Resources

Purpose: Interpret spoken and written passage from one language into another by performing the following duties. Assist Support members with all communication.

Responsibilities include, but are not limited to:

- Provide consecutive interpretation between languages.
- Listen to complete statements in one language, translate to second & translate responses from second into first language in consecutive interpreting.
- Express either approximate or exact translation, depending on nature of occasion.
- Interpret and edit written documentation from one language to another.
- Support Japanese Support members and visitors.
- Assist in coordinating employee activities (i.e. company picnics, fund-raisers).
- Assist Human Resource Manager on special projects as needed.
- Manage various company programs such as travel, supplies, and promotional items
- Other duties as assigned

Qualifications:

- Bachelor's degree, or four (4) + years related experience & high school diploma or G.E.D., and equivalent combination of education & experience.

Technical Competencies:

- Thorough knowledge of company policies and procedures.
- Proficient personal computer and system software skills.

Non-technical Competencies:

- Leadership (team development, ability to influence, organizational awareness).
- Interpersonal skills (relationship building, teamwork, conflict resolution, customer orientation).
- Communication (verbal communication, listening, written communication).
- Judgment and thinking (strategic thinking, original thinking, judgment and decision-making, problem solving, awareness).
- Performance skills (accuracy with detail, planning and organizing, efficiency).
- Personal characteristics (motivation/commitment, flexibility, assertiveness).

Job Description No.	Effective Date	Revision Date	Page
			1 of 2

Environment:

Open office environment, with a moderate noise level.

ISO 14001 Environmental Aspects/Impacts:

- Basic administrative recycling of paper, plastics, aluminum.

FTIC is looking for someone with the ability to do both translation and interpretation, from Japanese to English, and from English to Japanese. Simultaneous translation ability is preferable. Japanese automotive or manufacturing experience is preferred but not a must. This position will work directly with our President and Executive Vice President, and will report to our Sr. Manager of Human Resources.

If you have the ability and skills listed above AND have a pleasant demeanor with a service attitude, please come speak with us about this awesome opportunity! If interested, please reach out to Eric Fields @ efields@fticna.com. Please put "Open Position - Translator" in the e-mail subject line.

Job Description No.	Effective Date	Revision Date	Page
			2 of 2