



Japan-America Society of Indiana Member Job Posting

Moriden America, Inc. Job Description

Job Title: Translator
Department: Human Resources
Reports to: HR Manager
Date: 6-1-16
FLSA: Exempt

Position Summary:

Provides verbal and written translation services in Japanese and English and other HR support duties as required.

Essential Duties and Responsibilities:

- Translates a variety of business documents in Japanese and English for Moriden associates, visitors, customers and vendors.
- Serves as an interpreter for private and group meetings that could include Moriden employees, visitors, customers or vendors.
- Assists Japanese visitors with accommodations and a variety of business needs.
- Assists families of Moriden Japanese associates with matters related to housing, schooling and medical issues.
- Coordinates purchase, use, registration and maintenance of company pool vehicles.
- Coordinates company cell phone program and approves monthly invoices.
- Orders office supplies, kitchen supplies, promotional items and paper products and maintains minimum stock levels of regularly used items.
- Makes travel arrangements for Moriden associates and Japanese visitors and processes corresponding expense reports or invoices for travel related items.
- 5S of assigned areas.
- Other duties as assigned.

Skills and Experience:

- Relevant education or 1 - 3 years relevant experience.
- Ability to manage multiple tasks with frequent interruptions and maintain accuracy.
- Ability to work under strict timelines to meet deadlines.
- Is able to work successfully in a team environment.

- Ability to read, comprehend and interpret documents such as letters, operating or maintenance instructions, procedure manuals or legal documents.
- Ability to speak effectively in front of small or large groups of employees, customers or vendors.
- Has native language-level knowledge of Japanese and uses it proficiently; has advanced understanding of the English language and can understand the intent of the speaker or writer, and not just the literal or spoken word.
- Previous experience with translation in a multi-cultural environment preferred.
- Previous experience in automotive manufacturing a plus.

Interested applicants should contact Doug Firenze at dfirenze@moridenamerica.com, or by phone at 317-484-5555 #127.