

**Position: Translator/Interpreter**

**Location: West-Central Indiana**

**Responsibilities**

1. Interpret on the plant floor as needed.
2. Translate documents such as technical, legal, production, QC, and HR associated documents, correspondence, speeches, meeting handouts, etc...
3. Interpret at internal and external meetings with customers & vendors.
4. On certain occasions, travel with Japanese staff to supplier and customer's offices.
5. Assist Japanese employees and their families with their personal matters and be accustomed to American practices.
6. Perform other duties as may be assigned.

**Requirements:**

1. Must be perfectly fluent in Japanese & English.  
(Must be able to speak, read & write in Japanese and English).
2. Must be familiar with both cultures
3. Prior experience in translating and interpreting is a plus.
4. Experience in manufacturing companies is preferred.
5. Willingness to handle multi tasks
6. Must be patient and a good listener.
7. Keep information private and confidential.

**Other Information:**

1. Relocation fee and visa support will be provided for the right candidate.

Interested Candidates should send their resume to [admin@japanindiana.org](mailto:admin@japanindiana.org).