



## **Japan-America Society of Indiana Corporate Member Job Opening Announcement**

**Date Posted: November 26, 2014**

Company: FUJI COMPONENT PARTS USA INC  
Indianapolis, IN

Position: Bi-lingual (English - Japanese) Purchasing Coordinator

**Company Description:** Fuji Component Parts USA INC is an automotive parts distribution and manufacturing company located in Indianapolis, Indiana. Our main Customers are tier 1 and 2 auto parts suppliers to Japanese auto manufacturers such as Toyota, Honda, Subaru, etc.

### **Requirement:**

- Japanese language - conversation and translation at business level
- Proficiency in Microsoft applications
- Good time management
- Detail oriented (important)
- Knowledge of Access preferred, but not required

### **Job Descriptions:**

- Record keeping for quotes, RFQ logs, daily RFQ reports
- Maintain supplier data base in Excel

We offer health & life insurance, 401K, and other benefits along with generous vacation plan.

Interested candidates please submit a resume to JASI OFFICE at [employment@japanindiana.org](mailto:employment@japanindiana.org).

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