



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: March 4th, 2015

Company: Moriden America, Inc.
Indianapolis, IN

Job Title: Translator
Department: General Affairs
Reports To: Manager, Human Resources

SCOPE. Provides verbal and written translation services in Japanese and English for Moriden employees and family members, vendors, and customers. Supports the mission of Moriden America.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties may be assigned, as necessary.

1. Translates a variety of business documents in Japanese and English accurately, using correct grammar and punctuation in whichever language the document is to be translated to.
2. Translates for private and group meetings, using both languages correctly and accurately interpreting the meaning of the words used by all speakers.
3. Assists Japanese visitors from Moriden Japan with accommodations and a variety of business needs.
4. Provides personal assistance to the families of MAI expatriate employees, e.g., school, medical, housing matters.
5. Drives a company-provided vehicle for some necessary work with family members.

REQUIRED KNOWLEDGE, SKILL, EXPERIENCE, AND QUALIFICATIONS.

- Is able to translate simultaneously.
- Has experience working in a Japanese automotive manufacturing company (preferred).
- Has received a Bachelor's degree (preferred).
- Has the ability to read, comprehend, and interpret documents such as letters, operating and maintenance instructions, procedure manuals, etc; to write routine reports and correspondence; to speak effectively before groups of customers or employees in both Japanese and English.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Has a basic working knowledge of word processing and spreadsheet software, and can create simple documents accurately and in a timely manner.
- Has native language-level knowledge of Japanese and uses it proficiently; has an advanced understanding of American English to the extent that the incumbent can understand the intent of the speaker or writer, and not just the literal written or spoken word.

Translator, Part Time

- Is able to drive an automobile and has a good driving record in order to be insured by MAI's property and casualty carrier.

SPECIAL SKILLS that are necessary for successful performance in this position. Is a good listener, accepts constructive criticism openly; can solve basic problems successfully, is able to handle multiple-tasks at same time, can work with distractions, can work successfully under tight time deadlines.

TRAITS that are critical to successful performance in this position. Is patient, cooperative, friendly, well-organized, polite, flexible, and team-oriented.

Qualified and interested candidates must submit a resume to:

Japan-America Society of Indiana

39 West Jackson Pl., Suite 50

Indianapolis, IN 46225

email: employment@japanindiana.org