



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: May 17, 2016

Company: Nachi Technology
Greenwood, IN

Job Title: Executive Assistant

Nachi Technology is a world premier bearing manufacturer located on the south side of Greenwood, IN.

We are seeking an outstanding Executive Assistant to perform administrative duties, translation and interpretation of Japanese and English languages.

The ideal candidate will have experience in a manufacturing facility, be a highly organized individual with great attention to detail. Position will require technical translation both verbally and written (Japanese/English). Experience with Microsoft Word and Excel, a must.

Responsibilities:

- Perform translation of daily, weekly and monthly reports.
- Attend company meetings and perform verbal translation and interpretation on a daily, as needed basis.
- Support Japanese personnel with both business and personal situations as needed.
- Perform administrative and other duties as assigned.

Requirements:

- Fluent in Japanese and English languages.
- Excellent interpersonal skills and ability to operate as a proactive team member.
- Experience in a manufacturing environment.
- Ability and willingness to learn company products, terminology and manufacturing procedures.

Compensation

Competitive pay and a comprehensive benefit package that includes medical, prescription drug coverage, dental, vision, 401(K), life insurance and short and long term disability coverage, paid holidays, and vacation time.

Prior to starting with us, you must have: Proof of high school diploma/GED or higher education from an accredited educational facility, complete a negative, hair follicle drug screen and successfully complete a criminal background check.

Qualified candidates may submit their resume and salary requirements to:

kschultz@nachi-america.com