



Job Description

Quality Control Administrative Assistant / Translator- Plant

Organization	TBAGC (Toyota Boshoku Group Company)	FLSA Status	Non-Exempt
Division/Department	Quality Control	Grade/Class	IC 10 - Assistant
Location	TBAGC – US locations	Direct Reports	0
Reports To	Manager or Assistant Manager	Indirect Reports	0

I. General Summary: Perform various administrative, secretarial and clerical duties within the assigned department. Maintain various records, logs and files. Facilitate interaction between Executives, Parent Company, the department staff and other departments within the plant.

II. Essential Job Functions:

- A. Distribute and maintain important documents, specifications and standards for various customers and parent company.
- B. Prepare statistical reports involving budgetary information.
- C. Perform a variety of secretarial duties which include drafting correspondence, memoranda, etc., typing, filing, recordkeeping and follow up for assigned departments.
- D. Prepare daily, weekly and monthly scheduling of appointments for the department.
- E. Maintain specified plant performance records on a daily basis.
- F. Control and maintain confidential documents of plant, customers, and parent company.
- G. Prepare delineative presentations.
- H. Assist other departments as required to facilitate the flow of work.
- I. Prepare research data for reports, databases and queries.
- J. Assist with switch board/receptionist relief as required.
- K. Perform translation of documents between Japanese and English languages.
- L. Assist Japanese assignees with personal matters as needed.

III. Minimum Qualifications/Requirements:

Education:

- High School diploma or GED required.
- Associate's or Bachelor's degree in General Business or related field preferred.

Experience:

- Entry to 3 years of relevant administrative experience preferably in the automotive field.
- Toyota Supplier and Web-Based Manifest (EDI) experience preferred.

Personal/Technical Skills:

- Must be familiar with company products, terminology and manufacturing procedures.
- Proficient clerical skills required.
- Excellent communication skills.

- Good math skills.
- Close attention to detail.
- Self-starter with strong work ethic.
- Good problem-solving and analytical skills.
- Flexibility in a changing environment.
- Strong organizational skills and capable of managing multiple tasks with tight deadlines.
- Good representation of company to customers and/or suppliers.
- Develops employee relations centered on trust and teamwork.
- Focuses on continually improving interpersonal skills.
- Strong customer service skills.

Language Skills:

- Strong verbal and written communication skills in English and Japanese required.

Computer/Software:

- Solid working knowledge and experience with Microsoft Office and other computer-based applications. (e.g., MS Word, MS Excel, MS PowerPoint, Lotus Notes/Outlook, Internet, etc.).

IV. Work Environment/Conditions:

Office: Open Office Environment, moderate noise level.

Plant: Standard automotive plant environment with moderate noise level. PPE (Personal Protective Equipment) such as safety glasses, steel toe shoes, hearing protection, etc. may be required in engineering, manufacturing, or industrial areas. Personal attire standards may apply.

Travel: 0-10%

V. Physical Demands:

While performing the duties of this job, the team member is required to talk, see, and hear. The team member must be capable of walking, sitting, and standing and is occasionally required to lift up to 30 pounds.

Disclaimer: This job description is intended to identify the general nature and level of work performed by team members within this classification, as well as certain essential job functions. It is not intended, and should not be interpreted, as a comprehensive inventory of all duties, responsibilities, and qualifications required of team members assigned to this job. To qualify for this job, however, a team member must be able to perform its essential functions with or without reasonable accommodation. Under no circumstances may this job description be construed as altering the at-will nature of the employment relationship between TBA and any team member.

EOE

To apply, please forward your resume to Brooke Megenhardt, Toyota Boshoku America, at Brooke.Megenhardt@tbamerica.com.