



Japan-America Society of Indiana
Corporate Member Job Opening Announcement
Date Posted: July 13, 2017

Company: Takenaka Corporation (U.S.A.)
Work Site: Jamestown, IN (Work site) (Main office is Greenwood, IN)
Position: Office Worker - 事務職

Job Description:

事務全般、翻訳、駐在員、出張者の出張手配等

Requirements:

日本語、英語堪能
グリーンカードもしくは市民権、運転免許必須
パソコンスキル必須 Word、Excel、Power point スキル必須、
最低5年以上の職務経験が有る方
カスタマーケア経験が有る方

Benefits:

保険あり、Life、Health、Vision、Dental、401K Short, Long Term Disability, 有給あり。
ご興味がある方は 江西までお問い合わせください。

Job Description:

General office work and translations. Arrange business trips for employees.

Requirements:

Proficient in Japanese and English
Permanent resident or a US citizen. A driver's license required.
PC skills and proficiency in Word, Excel and Power Point
Minimum of 5 year working experience
Experience in customer support

Benefits:

Insurance (Life, health, dental and vision), 401k, short/long term disability. PTOs

If you are interested, please contact
indiana@takenakausa.com