



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

Date Posted: May 17, 2018

**Location:** Large Automotive Manufacturer – Seymour, IN  
**Job Title:** Intercultural Specialist, General Affairs (Human Resources Department)  
**Reports To:** Assistant Manager, General Affairs

### **General Summary**

Coordinate personnel and intercultural employee relations' activities in order to support administration of manufacturing operations.

### **Principle Duties & Responsibilities**

- Aid Japanese and U.S. Executives and Managers by coordinating and assisting with personnel, record control, intercultural relations, and routine daily tasks
- Study management methods in order to establish uniform international correspondence procedures and style practices
- Analyze record keeping systems and form control for Japanese personnel records including immigration, company housing, and related matters
- Interview Japanese and U.S. workers to gather information on communication problems and facilitate resolution of employee relations problems
- Formulate policies and procedures to improve worker morale, motivation, and efficiency
- Conduct orientation and assist new Japanese employees and temporary visitors with respect to housing, transportation, medical, insurance, and banking needs
- Explain intercultural aspects of worker attitudes, company rules, regulations, and procedures
- Perform other duties as assigned in order to ensure achievement of section, department, or company plan

### **Skills & Abilities Required**

- Ability to communicate effectively with both U.S. and Japanese members at all levels within the Company
- Effective written and verbal communication skills for use with outside professionals and governmental agencies
- Basic computer skills
- Ability to analyze, interpret, and improve upon policies, procedures, and record keeping
- Adequate problem-solving skills and resolution follow-through
- Ability to work both independently and as a member of a team

### **Minimum Level of Preparation & Training Required**

- High School diploma or equivalent is required
- Bachelor's degree or related work experience required
- Bilingual (Japanese / English) speaking, writing, and reading skills

### **Contact information**

- Interested candidates may send a resume to [y-usui@aisinusa.com](mailto:y-usui@aisinusa.com)