

FTIC JOB DESCRIPTIONS

Job Title: Human Resources / Translator

Exempt

Non-Exempt

Hourly

Department: Human Resources

Reports To: Human Resource Manager

Purpose: Interpret spoken and written passages from one language into another by performing the following duties. Assist Support members with all communication.

Responsibilities include, but are not limited to:

- Provide consecutive interpretation between languages.
- Listen to complete statements in one language, translate to second & translate responses from second into first language in consecutive interpreting.
- Express either approximate or exact translation, depending on nature of occasion.
- Interpret and edit written documentation from one language to another.
- Support Japanese Support members and visitors.
- Assist in coordinating employee activities (i.e. company picnics, fund-raisers).
- Assist Human Resource Manager on special projects as needed.
- Manage various company programs such as travel, supplies, and promotional items
- Other duties as assigned

Qualifications:

- Bachelor's degree, or four (4) + years related experience & high school diploma or G.E.D., and equivalent combination of education & experience.

Technical Competencies:

- Experience in automotive manufacturing is ideal, but not required.
- Strong computer skills, including Microsoft Office Suite, Outlook, and other standard software.

Non-technical Competencies:

- Leadership (team development, ability to influence, organizational awareness).
- Interpersonal skills (relationship building, teamwork, conflict resolution, customer orientation).
- Communication (verbal communication, listening, written communication).
- Judgment and thinking (strategic thinking, original thinking, judgment and decision-making, problem solving, awareness).
- Performance skills (accuracy with detail, planning and organizing, efficiency).
- Personal characteristics (motivation/commitment, flexibility, assertiveness).

Environment:

Open office environment, with a moderate noise level.

Candidate should be comfortable working in a manufacturing setting.

ISO 14001 Environmental Aspects/Impacts:

- Basic administrative recycling of paper, plastics, aluminum.

To apply, please email resumes to: ftic-jobs@fticna.com

Job Description No.	Effective Date	Revision Date	Page
			1 of 1