



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: Mach 22, 2019

Location: Fuji Component Parts USA
Job Title: Bi-lingual (Japanese) Assistant to Sales Manager (Full Time)

Company Description:

Fuji Component Parts USA, Inc is an automotive parts distribution and manufacturing company located in Indianapolis, Indiana. Our main customers are Japanese auto manufacturers and their tier 1 and tier 2 auto parts suppliers.

Position:

Bi-lingual (Japanese) Assistant to Sales Manager (Permanent, full time)

We are seeking to fill a position of Assistant to Sales Manager who will support Sales Manager by translating English to Japanese, and vice versa in business meetings with customers and suppliers as well as in internal meetings. You will interface various departments within a main customer, and will ensure information is communicated accurately in speedy manner. You will utilize your language and personal interaction skills to maintain great relationships with our main customer.

Other responsibilities include:

- Handle correspondence with customers via emails, phone, and others.
- Process special orders in ERP, store data, logs, track and collaborate with purchasing, customer service and other departments to ensure on-time shipments.
- Must operate in a fast paced multi-tasking environment
- All other duties as assigned by management.

Requirements:

- Business level Japanese and English language skill (Read, write & speak)
Translation/interpretation experience in a manufacturing or technical work place preferred.
- Proficiency in Microsoft Office Suites (Excel is a must)
- Sales/Customer service experiences is preferred, but not required.
- Occasional day trips to Customers and Suppliers in or nearby Indiana
- Self-starter with excellent work ethics
- Sincere, personable and flexible

Compensation:

We offer excellent health, vision, dental, short and long term disability insurance, 401K, and other benefits along with a generous vacation plan.

Please submit your resumes to Makiko Berglund: mberglund@fcp-usa.com