



Japan-America Society of Indiana Member Job Posting

AISIN Drivetrain Job Description

Job Title: APS Support Coordinator (Japanese Liaison)

Department: Administrative Services

Location: Crothersville, IN

Reports To: Department Manager

Summary:

The APS support Coordinator is responsible for managing a wide range of administrative, logistical, and liaison responsibilities supporting Japanese expatriates, executive visitors, and internal operations. This role ensures smooth transitions for assignees, coordinates international travel, and maintains company resources.

Responsibilities:

- - Coordinate relocation logistics for Japanese assignees and families, including housing, banking, SSN applications, school enrollment, and medical registration.
- - Provide ongoing daily support including translation, hospital visits, and utility setup.
- - Manage visa and immigration documentation (I-94, passport, visa renewals).
- - Arrange hotel bookings, meeting room setup, welcome materials, and meals for executive visitors.
- - Prepare visitor badges, safety gear, and orientation materials.
- - Support high-level meetings with personalized arrangements.
- - Maintain kitchen inventory and order refreshments for events.
- - Coordinate with vendors and manage delivery schedules and records.
- - Book flights, hotels, and rental cars via KIE Deem platform.
- - Prepare travel authorization forms, itineraries, and per diem documentation.
- - Support visa applications and passport renewals.
- - Schedule maintenance and inspections for company vehicles and maintain service records.
- - Update company calendars and meeting schedules.
- - Prepare and distribute seasonal greeting cards.
- - Assist with internal reporting and special projects.
- - Coordinate accommodations and transportation for technical support members from Japan.
- - Arrange safety orientations and badge issuance.
- - Support daily needs during long-term stays.

Qualifications:

- - Bilingual in Japanese and English (required).
- - Strong organizational and communication skills.
- - Experience in administrative support, HR coordination, or expatriate services.
- - Familiarity with U.S. immigration procedures and Japanese business culture.
- - Proficiency in Microsoft Office and scheduling tools.

Preferred Experience:

- - Prior work in a multinational or Japanese-affiliated company.
- - Experience supporting international assignees or executive-level visitors.

If you are interested in this position, please contact at:

Jeff Collins

Human Resources Department Manager

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