



通訳翻訳（庶務業務含む） - 米国ケンタッキー州：労働ビザサポート有り（製造業での経験必須）

ビザサポート付き。米国で通訳・翻訳のキャリアを築きたい方にとって絶好の機会です！

Job Information

Recruiter

[Interesse International Japan Inc.](#)

Hiring Company

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Job ID

1514611

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 04:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Japanese Manufacturer seeks a **Japanese/English Interpreter/Translator and Administrative Assistant** in Lebanon, KY.

Language Skills: Japanese/English Bilingual Skills

Salary range: \$52,000-\$60,000K or DOE

* E visa sponsorship will be available for the candidate who meets the qualifications for this position.

Job Description:

- Work as Administrative Assistant to Executives as needed (translation, travel plans, visitors, reports, etc).
- Interpreting and translating via teleconferencing, in onsite small and large office meetings, and on the manufacturing plant floor.
- Interpret and translate technical and nontechnical documents and e-mails.
- Provide written and spoken communication bridge between American and Japanese manufacturing professionals.
- Promote positive work environment/good morale through proper 5C.
- Perform other related duties as required.

Required Skills

- 2 to 4 years of experience as administrative assistant in a Japanese automotive environment.
- Japanese and English interpreting and translation experience.
- Work experience in a multicultural environment.
- Automotive or technical interpreting and translation related experience preferred.
- Proficiency in Microsoft Office applications required.
- Ability to work in a team environment and demonstrate a collaborative work style with other departments.
- Must be well organized and detailed oriented.
- Confidentiality is a must.
- Support ISO activities as needed.

Company Description