



PR/118015 | Business Support / Interpreter (Japanese and English speaking)

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1541607

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

This role is mainly providing communication and business support to the Senior commercial leadership member.

- Contract type: 12-month Fixed term contract
- Working hours: 9:00-17:30
- Working in the office minimum 4 days a week (subject to business needs)

This role is to provide interpreting and translation support to the new site acquisition senior leadership, strong communication and language skills in both written and verbal Japanese and English are essential. Understanding the business process and its requirement to support the smooth internal approval process and assist company growth.

KEY RESPONSIBILITIES:

Communication support

- Provide interpreting and translation services for meetings, documents, and communications between Japanese and English.
- Support the senior leadership team in new site acquisitions by ensuring clear and accurate communication with all stakeholders.
- Draft communication or convey message to the team on behalf of the new site senior leader.
- Contribute to company growth by supporting effective communication and understanding of business needs.
- Follow up on action items raised during meetings when required.
- Travel to assist communication with regional teams.

Business process support

- Understand and assist with business process requirements to facilitate smooth internal approval and reporting processes.
- Support the document preparation when required.

Administration support

- In the absence of Executive Assistant, assist with meeting arrangements and travel bookings.
- Provide ad-hoc administrative support when required.

(responsibilities are subject to change based on business needs)

Skills, abilities & competencies:

- Proficiency in both Japanese and English, with strong written and verbal communication skills.
- Experience in interpreting and translation, preferably in a business context.
- Ability to work effectively with senior leadership and other stakeholders.
- Ability to handle confidential information with discretion.
- Excellent organisational skills with the ability to plan and manage workload, whilst still being able to adjust to constantly changing work priorities
- Excellent communication and interpersonal skills – ability to communicate at all levels.
- The ability to build knowledge of the business quickly and effectively
- Ability to maintain high accuracy and work quality standards
- The ability to work flexibly as an individual and have a positive “can do” attitude

Experience:

- Working experience within a fast-paced environment such as the retail sector.
- Previous sales or sales support experience is ideal
- Strong IT Skills, particularly with Microsoft Office

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Company Description