



## PR/109381 | Japanese Interpreter

### Job Information

**Recruiter**
[JAC Recruitment India](#)
**Job ID**

1543465

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 13:01

### 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

■ Industry : Chemical

-Job details-

■ Position : Interpreter and Translator

■ Location : Patalganga, Maharashtra

■ JLPT : N2/N3

■ Responsibility :

- Assist Directors/Expats for translations from English to Japanese and Japanese to English during meetings within the company and customers/vendors
- Assist MD for all secretarial work like scheduling meetings, travel arrangements, communication with customers/vendors etc.
- All expat related work (Visa, FRRO, Accommodation, Bank Account etc.)

■ Required skills and Requirements

- JLPT Level N2/N3

- Fluent in English and Marathi
- 10+ years' experience working as Translator
- At least 5+ years experienced in managing secretarial work for senior executives

■ Interview:

1st round: Virtual

2nd round: F2F

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## Company Description