



PR/109381 | Japanese Interpreter

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1548691

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:47

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