



## PR/109565 | Interpreter / Translator & Admin

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1554780

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 11:35

### General Requirements

**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

#### Job Summary

- Interpret during meetings and video conferences as needed.
- Handle calendar management, meeting scheduling (including international calls), and travel arrangements.
- Support administrative operations such as visa processing, membership renewals, and guest management.
- Manage confidential tasks, including coordination with senior executives and international stakeholders.
- Provide translation and administrative support to the Plant Head and expatriate staff.
- Coordinate with team leaders to track and update assigned tasks.

#### Skills

- Excellent communication skills

- Polite & well mannered

- Punctual

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description