



## PR/110370 | Japanese Interpreter & Secretary

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599490

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:25

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**■Position Overview**

They are seeking a proactive and capable Interpreter & Secretary to support the Managing Director and act as a bridge between Japanese expatriates and local teams. This role offers a unique opportunity to be part of the company's initial setup phase in India and contribute to building operations from the ground up.

**■Key Responsibilities**

- Provide accurate Japanese–English interpretation and translation for meetings, emails, and business documents
- Support the Managing Director with calendar management, scheduling, and travel coordination
- Act as a key liaison between Japanese expatriates and local employees
- Assist with expatriate support, including relocation and day-to-day arrangements
- Provide administrative support during company setup and early-stage operations

- Facilitate smooth communication across cross-cultural teams

#### ■ Requirements

- 3–8 years of experience as an interpreter and/or executive assistant/secretary
- Japanese proficiency: JLPT N3 or above (mandatory)
- Strong communication and interpersonal skills in multicultural environments
- High level of professionalism, reliability, and adaptability
- Ability to work in a fast-paced, startup-like environment

#### ■ Location & Compensation

- Location: Gujarat, India
- Working Days: 6 days per week
- Compensation: Competitive, based on experience

#### ■ Why Join Us?

- Opportunity to work closely with Japanese leadership
- Be part of a new business setup in India with high visibility and impact
- Gain exposure to global operations and cross-cultural work environments
- Dynamic, growth-oriented career opportunity

**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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

## Company Description