



PR/110589 | Japanese Interpreter

Job Information

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

1604942

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

About the role

The Japanese Interpreter & Secretary role offers an exciting opportunity to work closely with senior leadership in a dynamic and internationally focused business environment. This position combines high-level interpretation, executive support, business coordination, and administrative responsibilities, providing valuable exposure to cross-border business activities and stakeholder engagement.

Responsibilities

Provide Japanese–English interpretation support during internal and external meetings to facilitate clear and effective communication.

Support communication and coordination with suppliers, clients, and other business partners.
Conduct research and prepare prospect and potential client lists to support business development initiatives.
Manage the director's schedule, travel arrangements, and administrative activities to ensure smooth daily operations.
Assist during supplier visits and business trips within India, supporting communication and coordination requirements.
Maintain documentation and perform general office administration and coordination tasks.
Contribute to efficient business operations by acting as a key communication bridge between Japanese and local stakeholders.

Requirements

JLPT N2 or above.
Minimum 3 years of professional experience in interpretation, coordination, administrative support, or a related role.
Business-level Japanese, English, and Hindi interpretation skills.
Strong ability to read and write Japanese, including professional emails and business documents.
Excellent coordination, communication, and interpersonal skills.
Ability to manage multiple responsibilities while maintaining accuracy and attention to detail.
Willingness to travel within India as required.
Experience in a trading company or manufacturing environment is advantageous.
Experience supporting expatriates or Japanese management is advantageous.

About the company

A company in the manufacturing industry, this organisation operates in an international business environment and works closely with global partners and stakeholders.
The company offers a collaborative workplace where employees can gain valuable exposure to cross-cultural communication and international business operations.

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Company Description