



PR/110599 | Japanese Interpreter - HR

Job Information

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

1604949

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

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

About the role

The Assistant Manager role offers an excellent opportunity to act as a trusted language and communication partner between Japanese management and local teams. This position plays a critical role in supporting business operations, leadership discussions, and cross-functional collaboration through high-quality interpretation and translation services.

Responsibilities

- Provide Japanese to English/Hindi and English/Hindi to Japanese interpretation during board meetings, management meetings, weekly and monthly reviews, corporate discussions, and presentations.
- Support communication between Japanese management and local teams to ensure effective collaboration and information sharing.
- Deliver interpretation support across multiple departments, including Finance, HR, Sales, and Purchasing functions.
- Translate business documents, reports, meeting minutes, emails, and presentations with accuracy and professionalism.

- Maintain strict confidentiality when handling business and management-related information.
- Support Japanese expatriates during business visits and meetings with vendors and other stakeholders.

Requirements

- JLPT N2 certification is mandatory.
- Graduate in any discipline.
- Fluency in Japanese, English, and Hindi.
- Marathi language skills preferred.
- 5 to 10 years of interpretation experience.
- Strong Japanese interpretation and translation capability.
- Deep understanding of corporate and management communication.
- Proficiency in MS Office applications, including Excel, PowerPoint, and Word.
- Excellent verbal and written communication skills.
- High level of professionalism and ability to handle confidential information.
- Strong interpersonal, coordination, and stakeholder management skills.
- Well-organized, proactive, and detail-oriented approach to work.
- Ability to work effectively with senior leadership teams.

About the company

A company in the automotive manufacturing industry, this organization is part of a global business environment where collaboration between international and local teams is essential. The company values professional communication, operational excellence, and strong cross-functional partnerships to support its business objectives.

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Company Description