



PR/110370 | Japanese Interpreter & Secretary

Job Information

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

1609423

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 11:12

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

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Company Description