



PR/109565 | Interpreter / Translator & Admin

Job Information

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

1612733

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 10:22

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

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

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Company Description