



SMART PARTNERS®
PRACTICAL CONSULTING

Bilingual Project Coordinator / Interpreter

Use English daily, stable firm

Job Information

Recruiter

[Smart Partners K.K.](#)

Job ID

1616698

Industry

Other (Real Estate, Construction)

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

3.5 million yen ~ 5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

Standard daytime hours (1-hour break)

Holidays

Weekends and national holidays, plus paid leave

Refreshed

October 12th, 2026 10:26

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Our client is a very stable, profitable construction firm with a diverse, international workforce, long-term stable client contracts, low overtime and excellent HR support.

They are hiring Bilingual Project Coordinators for government-related construction projects in the Kanto area.

Main duties

- Interpret at site meetings between English-speaking clients and Japanese teams
- Translate drawings, specifications and project documents (Japanese and English)
- Coordinate schedules with clients, subcontractors and the internal team
- Handle general project administration

Work environment

- Bilingual team; English used every day
 - Bonuses and annual raises
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Required Skills**Must**

- Interpreting or translation experience in a business setting
- Native-level Japanese and business-level English or above
- Driver's licence (automatic OK)
- Microsoft Office

Welcome

- Construction or engineering knowledge
 - TOEIC 900+ or EIKEN Grade 1
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Company Description