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 26th, 2026 00:00

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 Level

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

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

Company Description