



PR/110865 | Japanese Interpreter

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1618487

Industry

Other

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:15

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent 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 Japanese Language Interpreter role offers an exciting opportunity to work in a multicultural environment, acting as a key communication bridge between Japanese management and local teams. This position combines interpretation and translation responsibilities with administrative coordination, expatriate support, and involvement in business-related projects.

■Responsibilities

Provide Japanese-English interpretation during meetings, presentations, training sessions, site visits, and other business activities.

Translate reports, contracts, presentations, emails, and other business documents between Japanese and English.

Support communication between Japanese expatriates, headquarters personnel, and local employees.

Assist with project-related research, documentation, coordination, and field visits as required.

Support administrative activities, reporting, and cross-functional communication.

Provide assistance to Japanese expatriates and their family members on administrative and language-related matters.

Coordinate with internal and external stakeholders to ensure smooth business operations and effective communication.

■Requirements

Fluent communication skills in Japanese, English, and Hindi.

JLPT N2 or above preferred.

Strong verbal and written Japanese-English interpretation and translation capabilities.

Excellent interpersonal, communication, and coordination skills.

Proficiency in Microsoft Office applications, including Excel, Word, PowerPoint, and Outlook.

Ability to work effectively within a multicultural and cross-functional environment.

Experience as a Japanese interpreter or translator is preferred.

Experience in manufacturing, industrial, engineering, infrastructure, or project-based environments would be advantageous.

Familiarity with Japanese business culture and practices is desirable.

Experience supporting expatriates, project coordination, or administrative functions would be beneficial.

■About the company

A company in the industrial sector is part of a global organisation with an international presence and a strong focus on operational excellence, collaboration, and long-term business development. The organisation operates in a multicultural environment and works closely with both local and overseas stakeholders to support its strategic objectives.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description