



PR/110370 | Japanese Interpreter & Secretary

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1599490

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年06月26日 11:25

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

■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

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.

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会社説明