



PR/110589 | Japanese Interpreter

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

1604942

業種

その他（商社）

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08月11日 02:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

日本語レベル

ビジネス会話レベル

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

About the role

The Japanese Interpreter & Secretary role offers an exciting opportunity to work closely with senior leadership in a dynamic and internationally focused business environment. This position combines high-level interpretation, executive support, business coordination, and administrative responsibilities, providing valuable exposure to cross-border business activities and stakeholder engagement.

Responsibilities

Provide Japanese–English interpretation support during internal and external meetings to facilitate clear and effective communication.

Support communication and coordination with suppliers, clients, and other business partners.
Conduct research and prepare prospect and potential client lists to support business development initiatives.
Manage the director's schedule, travel arrangements, and administrative activities to ensure smooth daily operations.
Assist during supplier visits and business trips within India, supporting communication and coordination requirements.
Maintain documentation and perform general office administration and coordination tasks.
Contribute to efficient business operations by acting as a key communication bridge between Japanese and local stakeholders.

Requirements

JLPT N2 or above.
Minimum 3 years of professional experience in interpretation, coordination, administrative support, or a related role.
Business-level Japanese, English, and Hindi interpretation skills.
Strong ability to read and write Japanese, including professional emails and business documents.
Excellent coordination, communication, and interpersonal skills.
Ability to manage multiple responsibilities while maintaining accuracy and attention to detail.
Willingness to travel within India as required.
Experience in a trading company or manufacturing environment is advantageous.
Experience supporting expatriates or Japanese management is advantageous.

About the company

A company in the manufacturing industry, this organisation operates in an international business environment and works closely with global partners and stakeholders.
The company offers a collaborative workplace where employees can gain valuable exposure to cross-cultural communication and international business operations.

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