

PR/110599 | Japanese Interpreter - HR

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
1604949

業種
その他（メーカー）

雇用形態
正社員

勤務地
インド

給与
経験考慮の上、応相談

更新日
2026年11月17日 18:00

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
ビジネス会話レベル

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 Assistant Manager role offers an excellent opportunity to act as a trusted language and communication partner between Japanese management and local teams. This position plays a critical role in supporting business operations, leadership discussions, and cross-functional collaboration through high-quality interpretation and translation services.

Responsibilities

- Provide Japanese to English/Hindi and English/Hindi to Japanese interpretation during board meetings, management meetings, weekly and monthly reviews, corporate discussions, and presentations.
- Support communication between Japanese management and local teams to ensure effective collaboration and information sharing.
- Deliver interpretation support across multiple departments, including Finance, HR, Sales, and Purchasing functions.
- Translate business documents, reports, meeting minutes, emails, and presentations with accuracy and professionalism.

- Maintain strict confidentiality when handling business and management-related information.
- Support Japanese expatriates during business visits and meetings with vendors and other stakeholders.

Requirements

- JLPT N2 certification is mandatory.
- Graduate in any discipline.
- Fluency in Japanese, English, and Hindi.
- Marathi language skills preferred.
- 5 to 10 years of interpretation experience.
- Strong Japanese interpretation and translation capability.
- Deep understanding of corporate and management communication.
- Proficiency in MS Office applications, including Excel, PowerPoint, and Word.
- Excellent verbal and written communication skills.
- High level of professionalism and ability to handle confidential information.
- Strong interpersonal, coordination, and stakeholder management skills.
- Well-organized, proactive, and detail-oriented approach to work.
- Ability to work effectively with senior leadership teams.

About the company
A company in the automotive manufacturing industry, this organization is part of a global business environment where collaboration between international and local teams is essential. The company values professional communication, operational excellence, and strong cross-functional partnerships to support its business 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.

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会社説明