



通訳翻訳（庶務業務含む） - 米国ケンタッキー州：労働ビザサポート有り（製造業での経験必須）

ビザサポート付き。米国で通訳・翻訳のキャリアを築きたい方にとって絶好の機会です！

## Job Information

### Recruiter

[Interesse International Japan Inc.](#)

### Hiring Company

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### Job ID

1514611

### Industry

Automobile and Parts

### Job Type

Permanent Full-time

### Location

United States

### Salary

Negotiable, based on experience

### Refreshed

April 1st, 2025 10:01

## General Requirements

### Minimum Experience Level

Over 6 years

### Career Level

Mid Career

### Minimum English Level

Fluent

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

No permission to work in Japan required

## Job Description

Japanese Manufacturer seeks a **Japanese/English Interpreter/Translator and Administrative Assistant** in Lebanon, KY.

Language Skills: Japanese/English Bilingual Skills

Salary range: \$52,000-\$60,000K or DOE

\* E visa sponsorship will be available for the candidate who meets the qualifications for this position.

**Job Description:**

- Work as Administrative Assistant to Executives as needed (translation, travel plans, visitors, reports, etc).
- Interpreting and translating via teleconferencing, in onsite small and large office meetings, and on the manufacturing plant floor.
- Interpret and translate technical and nontechnical documents and e-mails.
- Provide written and spoken communication bridge between American and Japanese manufacturing professionals.
- Promote positive work environment/good morale through proper 5C.
- Perform other related duties as required.

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**Required Skills**

- 2 to 4 years of experience as administrative assistant in a Japanese automotive environment.
- Japanese and English interpreting and translation experience.
- Work experience in a multicultural environment.
- Automotive or technical interpreting and translation related experience preferred.
- Proficiency in Microsoft Office applications required.
- Ability to work in a team environment and demonstrate a collaborative work style with other departments.
- Must be well organized and detailed oriented.
- Confidentiality is a must.
- Support ISO activities as needed.

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**Company Description**