



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！

## 募集職種

### 人材紹介会社

株式会社インテレッセ・インターナショナル・ジャパン

### 採用企業名

iiicareer (Interesse International Japan)

### 求人ID

1514611

### 業種

自動車・自動車部品

### 雇用形態

正社員

### 勤務地

アメリカ合衆国

### 給与

経験考慮の上、応相談

### 更新日

2025年03月18日 13:01

## 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

大学卒：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

Japanese Manufacturer seeks a **Japanese/English Interpreter/Translator and Adminstrative 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.

---

スキル・資格

- 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.

---

会社説明