

JASI Corporate Member Job Posting

Aisin USA Mfg., Inc.

1700 East Fourth St., Seymour, IN 47274

Date posted: December 2025

Job description: Translator/Interpreter

Job Overview

This role is critical in bridging communication between Japanese and English-speaking employees, ensuring effective interaction within upper management, production, and administrative teams. The ideal candidate will facilitate accurate interpretation and translation, possess technical language skills, and have an understanding of automotive manufacturing terminology or be eager to develop this expertise.

Main Duties

Interpretation and Translation:

- Provide simultaneous and consecutive interpretation during meetings with upper management, production, and administrative teams, translating complex discussions into actionable insights.
- Translate written documents, presentations, and technical materials from Japanese to English (and vice versa) with precision, paying close attention to cultural nuances and technical terminology.

Technical Language Adaptation:

- Develop a strong understanding of technical automotive terms and industry-specific language relevant to automotive industry.
- Work closely with production and engineering teams to accurately communicate complex technical content, ensuring alignment with operational goals and standards.

Document Preparation and Presentation:

- Prepare, translate, and support the creation of presentations and reports in PowerPoint, Word, and Excel for diverse teams.
- Ensure that all translated documents align with company standards and assist departments in communicating effectively across languages.

Cross-Functional Collaboration:

- Partner with manufacturing and management teams to address communication needs across various projects, events, and employee interactions.
- Offer cultural insights and guidance to promote better understanding and smoother interactions between Japanese and American employees.

Requirements**Language Proficiency:**

- Fluent in Japanese and English, with strong listening, speaking, reading, and writing skills in both languages.
- Ability to interpret complex discussions, especially technical and manufacturing terminology, accurately and quickly.

Technical Skills:

- Proficiency in Microsoft Office products, with strong skills in MS Teams, PowerPoint, Word, and Excel.
- Experience with or a strong willingness to learn automotive or technical terminology specific to AISIN USA Mfg., Inc. and the automotive industry.

Interpersonal and Cultural Sensitivity:

- Strong interpersonal skills, able to adapt communication style for clarity and effective cross-cultural understanding.
- Familiarity with Japanese and American business etiquette, cultural nuances, and communication styles.

Attention to Detail and Adaptability:

- Exceptional attention to detail, ensuring high accuracy in translations and interpretations.
- Adaptable and capable of managing multiple assignments and meetings in a fast-paced environment.

Desired Skills

- Prior experience in automotive or manufacturing industries is a plus.
- Experience in interpreting for senior management and/or technical teams is highly desirable.

Working/ Physical Conditions**Physical Activity:**

- Requires standing, walking, and/or sitting for extended periods to support various departments and locations across the facility.
- Occasional lifting of materials up to 30 lbs, assisting with documents, equipment, and materials needed for meetings and presentations.

Work Environment:

- Primarily operates within a manufacturing setting, including production areas, offices, and meeting rooms.
- Exposure to a manufacturing environment may include loud noises, varying temperatures, and active machinery areas where PPE (Personal Protective Equipment) is required.

Flexibility:

- May require occasional extended hours to support meetings and projects aligning with Japanese and American time zones.

Please send resumes or inquiries to:

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