

IAF manufactures fasteners for the automotive industry. Because of that, our team has to work hard to have an environment of mutual respect, understanding, and fulfillment of our responsibilities, in an environment that can be hot, dirty, and challenging. We want to be a place where our team can envision opportunities and personal growth to reach their own potential.

IAF needs a competent interpreter to join the team as our **Interpreter Japanese/English Translator Specialist** ("Japanese Interpreter"). The Interpreter will support our non-English speakers in real-time meeting translations. You will provide accurate concepts and explanations with no additions or omissions, and according to the conventions of established interpretation protocol.

What we provide.

We have had no greater desire than to be a company where fellow team members believe in each other, and where they love to work. Our success comes from the happiness of team members.

Because of this, we provide:

- An on-site Health Clinic
- An on-site Cafeteria
- Comprehensive medical, dental, prescription, and vision coverage
- Company paid short-term disability and life insurance
- 401(k) with employer match

We also provide other benefit plans and packages that you may elect to take advantage of as a member of our work family.

What we'll do together.

This position will report to our Production Control Manager, but will help our Japanese Leaders and Advisors. Must be able to perform simultaneous and/or consecutive interpretation from English to Japanese and vice versa in meetings to promote smooth communication between Japanese-speaking members and English-speaking members. Must have excellent Japanese and English writing skills to translate various written documents. Utilizing experience in both US and Japanese cultures, act as a communication advisor to promote understanding between Japanese speakers and English speakers.

Work will include:

- Interpret in manufacturing-related meetings.
- Interpret in Production Control management and production system-related meetings
- Translate manufacturing-related documents.
- Translate production management and production system-related documents.
- Production KPI data collection, data entry, data sharing, and management.

- Administrative duties in the Production Control department as per the Manager's instructions.
- Advises Japanese coordinators and American managers on cultural differences, business practice differences to promote understanding and smooth communication.
- Advise speakers/listeners to improve the interpretation environment.
- Carries out Quality Manager's and Japanese coordinators' requests
- Backup other interpreters in other areas.
- Understand our production processes for better interpretation and translation.
- And of course, other duties as assigned by quality management.

What you'll bring to the team.

- Bachelor's degree and 1 – 3 years of interpretation experience. An equivalent combination of education and experience will be considered.
- Must have excellent communication skills in Japanese and English.
- Strong understanding of cultural differences and expectations for both American and Japanese team members.
- Communicates effectively and has strong presentation skills.
- Collaborates well with colleagues using adept social skills.
- Ability to build strong working relationships, learn quickly, and have strong problem-solving and critical thinking skills.
- Confident with Microsoft Office Suite.

More about IAF.

Our global company, started in 1950, has built its growth upon the advancement of both knowledge and technology. As our customers have grown globally, so have we. Indiana Automotive Fasteners represents the same quality, customer, and business focus that ASJ provided as our foundation and history.

IAF is a team environment. Team Members must work together and deal with many issues without blaming each other for the problems. We all must be proactive in our problem-solving and partner with our leaders. We expect that our team will work out disagreements, accept constructive criticism, and not complain to others or about each other. We work together for our success and continuous improvement.

Indiana Automotive Fasteners, Inc. is proud to be an equal opportunity employer that seeks out differences in individuals, experience, and thought.

Should you require accommodation(s) to be successful in the responsibilities for this position, please let us know, and we will be happy to discuss this with you.

Interested in this position or would like to hear more, please Talent Acquisition Team at www.Careers@iafi.com or email us at Careers@iafi.com