



## Japan-America Society of Indiana Member Job Posting

### Moriden America, Inc. Job Description

**Job Title:** Translator  
**Department:** Human Resources  
**Reports to:** HR Manager  
**Date:** 6-25-26  
**FLSA:** Exempt

#### **Position Summary:**

Provides verbal and written translation services in Japanese and English and other HR support duties as required.

#### **Duties and Responsibilities:**

- Translates a variety of business documents in Japanese and English for Moriden associates, visitors, customers and vendor
- Serves as an interpreter for private and group meetings that could include Moriden employees, visitors, customers or vendors.
- Prepares meeting minutes, emails, reports, and other business documents in both Japanese and English.
- Assists Japanese visitors with accommodations and a variety of business needs.
- Assists families of Moriden Japanese associates with matters related to housing, schooling and medical issues. This can mean altering daily schedules.
- Coordinates purchase, use, registration and maintenance of company pool vehicles.
- Coordinates company cell phone program and will approve monthly invoices.
- Orders office supplies, kitchen supplies, promotional items and paper products and maintains minimum stock levels of regularly used items.
- Makes travel arrangements for Moriden associates and Japanese visitors and processes corresponding expense reports or invoices for travel related items.
- Assists in various HR functions including but not limited to payroll support, orientation set-up, I9 tracking, etc.
- Expectation to modify daily schedule to accommodate company functions and Japanese Management/family support.
- Other duties as assigned.

### **Essential skills and experience:**

- Ability to communicate effectively with individuals from diverse cultural and professional backgrounds
- High level of professionalism and ability to maintain confidential information.
- Ability to accurately convey the intent and nuances of technical and business discussions
- Ability to manage multiple tasks with frequent interruptions and maintain accuracy.
- Ability to prepare meeting minutes, emails, reports, and other business documents in both Japanese and English.
- Must be proficient in Microsoft word, excel, power point and outlook.
- Ability to work successfully in a team environment.
- Ability to read, comprehend and interpret documents such as letters, operating or maintenance instructions, procedure manuals or legal documents.
- Ability to speak effectively in front of small or large groups of employees, customers or vendors.
- Experience working in a manufacturing environment.
- Has native language-level knowledge of Japanese and uses it proficiently; has advanced understanding of the English language and can understand the intent of the speaker or writer, and not just the literal or spoken word.

### **Preferred qualifications:**

- Previous experience with translation in a multi-cultural environment preferred
- Experience in providing interpretation support for management meetings, production meetings, quality reviews, or similar business discussions.
- Ability to coordinate effectively among multiple stakeholders.
- Strong organization skills with the ability to prioritize and manage multiple tasks simultaneously.
- 1 - 3 years of professional experience in working in a Japanese-English interpretation and/or translation.
- Previous experience in automotive manufacturing a plus.

### **How to Apply:**

Interested applicants should contact Doug Firenze at [dfirenze@moridenamerica.com](mailto:dfirenze@moridenamerica.com), or by phone at 317-484-5555 #127.