

Posited: January 12, 2010

### **Bilingual Job Opportunity**

One of the **Japan-America Society of Indiana**'s corporate member companies (a Japanese manufacturer) located in South Central Indiana is currently looking for candidates to fill an open position. Please see a brief job description for the open position below.

If you are interested in this position, please email your resume to the Japan-America Society of Indiana ([admin@japanindiana.org](mailto:admin@japanindiana.org)) with the subject line "South Central Indiana Job Opening".

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インディアナ日米協会企業会会員の日系企業(製造業、インディアナ州中南部)様より、下記のポジション募集のお知らせをご案内申し上げます。

ご興味のある方は、当協会([admin@japanindiana.org](mailto:admin@japanindiana.org))まで、タイトルに「South Central Indiana Job Opening」とご記術の上、履歴書をお送りください。

### **Administrative Assistant**

Position open immediately. A Japanese manufacturer located in South Central Indiana is looking for a Japanese-English bi-lingual Administrative Assistant to help with all aspects of administration, including sales support, human resources support, and Japanese to English translation. This position requires excellent written and oral communication skills in both Japanese and English as well as a strong aptitude for Microsoft Office (Excel, Word, and Powerpoint). Interested applicants should email their resume to [admin@japanindiana.org](mailto:admin@japanindiana.org) with the subject line "South Central Indiana Job Opening".