



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: January 25, 2012

Company Introduction:

Moriden America, Inc. (MAI) designs and supplies fabrics and leathers, and produces parts to automotive builders in North America. We are located on the far west side of Indianapolis near the airport. Our parent company is located in Japan. We are an Indiana corporation, financially stable and well managed. We currently have an opening for a regular, full-time **Translator**.

Scope. Provides verbal and written translation services in Japanese and English for Moriden employees and family members, vendors, and customers. Supports the mission of Moriden America.

ESSENTIAL DUTIES AND RESPONSIBILITIES. Other duties may be assigned, as necessary.

1. Translates a variety of business documents in Japanese and English accurately, using correct grammar and punctuation in whichever language the document is to be translated to.
2. Translates for private and group meetings, using both languages correctly and accurately interpreting the meaning of the words used by all speakers.
3. Assists Japanese visitors from Moriden-Gumma with accommodations and a variety of business needs.
4. Provides personal assistance to the families of MAI expatriate employees, i.e. school, medical, housing matters.
5. Performs Administrative duties including but not limited to: answering the telephone, ordering office supplies, etc.

REQUIRED KNOWLEDGE, SKILL, EXPERIENCE, AND QUALIFICATIONS.

- Associate's degree (A. A.) or equivalent from two-year College or technical school is preferred.
- Has 1-3 years of work experience in some type of business environment in the U.S. or Japan. 6-12 months previous experience in translation is highly preferred.
- Ability to handle confidential matters in a professional manner.
- Has the ability to read, comprehend, and interpret documents such as letters, operating and maintenance instructions, procedure manuals, etc; to write routine reports and

correspondence; to speak effectively before groups of customers or employees in both Japanese and English.

- Has the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Has a basic working knowledge of word processing and spreadsheet software, and can create simple documents accurately and in a timely manner.
- Has native language-level knowledge of Japanese and uses it proficiently; has an advanced understanding of American English to the extent that the incumbent can understand the intent of the speaker or writer, and not just the literal written or spoken word.
- Is able to drive an automobile and has a good driving record in order to be insured by MAI's property and casualty carrier.

Company Benefits and Compensation

Comprehensive benefits package available. MAI offers medical, dental and vision insurance for full family; 100% of cost for life, short and long term disability, and employee assistance program. Very generous holiday schedule. Liberal vacation. 401(k) Plan after 6 months – MAI matches first 3% of employee contribution dollar-for-dollar.

If interested please send resume to: maijobs@moridenamerica.com.