



**Japan-America Society of Indiana
Corporate Member Job Opening Announcement**

Date Posted: May 23, 2012

Position: Interpreter / Translator (Full Time)

**Company: TOMASCO Indiana, LLC
Winchester IN**

Job Description and Requirements: See below for details

If you are interested in this position, please send your resume to Eric Fields, TOMASCO Indiana.

Eric J. Fields, Sr.
Vice President of Business
TOMASCO Indiana, LLC
200 Inks Drive
Winchester IN 47394
Phone: 765-584-7518
E-Mail: EFields@tomasco.net

###

Purpose of Position: Serves as interpreter for meetings, translates documents, translates on production floor activities, and translates training, as needed.

Other Dimensions:

Direct reports: None

Direct interactions: All Associates

Principle Responsibilities:

- Present at meetings as requested to interpret
- Translates all policies and procedures in written form
- Translates written work instructions
- Translates all interoffice correspondence, as needed
- Translates on the spot for meetings, training, and activities on the production floor, as needed
- Prepare for meetings and special events
- Assist with Japanese visitors' and Japanese families' accommodations and activities
- Other duties, as assigned
- Aware of consequences to the customer, environment and the employee, if procedures are not followed

- Maintains confidentiality at all times
- Assists with Human Resources functions, as needed (i.e.: scheduling interviews, developing/sending communications letters, data entry for insurance, assists associates with HR needs)
- Prepares and distributes Quarterly Newsletter

Essential Job Functions:

- Sitting (75%)
- Walking/Standing (25%)
- Lifting/Carrying (10%)
- Pushing/Pulling (10%)
- Interpreting (35%)
- Professional Communications (90%)
- Confidentiality (100%)
- Computer Work (65%)
- Local Travel (20%)

Performance Measure/Indicators:

- Timeliness, accuracy, and professionalism

Main Interfaces: Timeliness, accuracy, and professionalism

Required Education, Qualifications/Technical Skills/Competencies

- High School Diploma and 3-5 years experience
- To perform this job successfully, an individual must be able to speak fluent English/Japanese
- The individual must be able to write and comprehend English and Japanese
- The individual must have good understanding of cultures of both countries
- Must have computer skills, including Excel Spreadsheet and Word
- Degree in Business, Language or other related field or a high school diploma and equivalent experience
- Ability to read and interpret documents such as operation standards, safety rules, instructions and procedural manuals. Ability to speak effectively before a group of people

Preferred Education, Qualifications/Technical Skills/Competencies

- College Degree in related field with 3-5 years experience
- To perform this job successfully, an individual must be able to speak fluent English/Japanese
- The individual must be able to write and comprehend English and Japanese
- The individual must have good understanding of cultures of both countries
- Must have computer skills, including Excel Spreadsheet and Word
- Degree in Business, Language or other related field or a high school diploma and equivalent experience
- Ability to read and interpret documents such as operation standards, safety rules, instructions and procedural manuals. Ability to speak effectively before a group of people

###