



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

Posted Date: June 4th, 2012

**Position: Data Entry Staff position
Full time position**

Company: KYB Americas Corporation

Location: Greenwood, IN

Responsibilities:

- Data entry into company's ERP system
- Translation and Interpretation of Written Documents
- Administrative work for Japanese expatriates

Required Skills:

- Green Card Holder
- Bilingual in both English and Japanese languages
- Basic experience required in Windows, MSWord, Excel, and PowerPoint

Preferred Skills:

- Minimum of 3 years of related work experience
- Knowledge in shipping and import/export documentation are welcomed
- Experience in inventory control a plus

Interested candidate should contact:

Koji Takase
(630) 386-0526
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Please submit resume