

Keihin North America, Inc.
9900 West point Drive, Suite 132
Indianapolis, IN 46256

Translator Support Staff

Responsibilities:

- Provide Bilingual Support for Personal and Professional
- Meetings including Video Conferencing
- Translates documents from English to Japanese and Vice Versa

Required Skills:

- High School Diploma or GED
- Bilingual in both English and Japanese languages, with the ability to accurately read, write, translate and interpret in both languages
- Basic level experience in Windows, MSWord, PowerPoint and Excel
- Demonstrated ability to effectively interact with all levels of organization and to maintain professional conduct
- Able and willing to work additional hours (before or after regularly scheduled work time) as needed

Preferred Skills:

- 2 year college degree in related field
- Minimum of 3 years of related work experience