**NPR of America, INC is seeking a Japanese to English translator/interpreter at our Bardstown, KY location.  This will be a full-time first shift position as a key component to our team.  Great opportunity!NPR is a premier Tier I supplier of premium piston rings , serving both the OEM and Aftermarket segments throughout the world.**

**Why NPR of America?**

This position offers a $6,000 sign on bonus

3 weeks of Paid Time Off!

Excellent Benefits

Ability to grow within the company

Tuition Reimbursement

and SO MUCH MORE!

**What you will be doing**

* Facilitate communication by converting concepts in the source language to equivalent concepts in the target language.
* Interpreter and translator for American and Japanese teams.
* Support will also include assistance on production floor with Engineering, Quality and or Production teams.
* Perform consecutive or whispered interpretation for video conferences, phone conversations, and in-person meetings.
* Assimilate speakers’ words quickly, including technical communications and acronyms.
* Take notes while listening to source content to aid memory and interpretation of all information.
* Maintain a high level of concentration on spoken content for extended periods of time.
* Render spoken messages accurately, quickly, and clearly.
* Accurately convey the style and tone of the source language in the target language.
* Translates written Japanese or English content as needed.
* Prepares, creates and/or completes document translations as needed.
* Other assignments as needed
* Human Resources liaison with Japanese Expat Team members.
* Handles expatriate onboarding program including: housing, education, bank accounts, intro to the U.S. in general.
* Takes care of essential general affairs for the J Team from VISA management to locating medical providers for the Japanese physical as an example.
* May occasionally accompany family (spouse etc. to appointments – school, etc.).
* Other responsibilities and duties as assigned to meet human resources or other business needs.

  Requirements

* Fluent speaker of both Japanese and English languages.
* High school diploma or GED is required.
* College or certification is desired but not required (will consider prior experience).
* Must be fluent in aspects of English and Japanese language from speaking, understanding, reading and writing.
* Must be able to assimilate words quickly, analyze sentences and relay information.
* Be versatile and able to switch interpreting directions based on spoken content.
* Excellent memory; can concentrate on the spoken content while others are speaking or moving near the interpreter.
* Be culturally sensitive and able to use the appropriate level of deference/politeness and confidentiality based on the situation and audience.
* Prefer previous experience in position of same within a manufacturing environment.
* Must be able to multi-task and possess above average computer skills with EXCEL, MS Office and Power Point.
* Maintains a professional demeanor and appearance.
* Confidentiality is required and non-negotiable.
* Requires high level of organizational and time management skill sets.
* Must be able to walk, stand, sit, for long periods.
* Time will be required on the production floor assisting the teams as interpreter on a variety of events from meetings to equipment install and problem solving.

***We are an equal opportunity employer of individuals with disabilities and protected veterans....valuing diversity…celebrating strengths.***