

OKAYA LANKA (PVT) LTD - VACANCY ANNOUNCEMENT

Japanese Interpreter & Translator (Executive Level)

A leading Japanese company located in the Export Processing Zone, Katunayake, is seeking a dynamic and qualified individual.

Key Responsibilities:

- Interpretation between Japanese, Sinhala, and English (meetings and daily operations)
- Translation of documents (reports, emails, manuals, etc.)
- Supporting communication between Japanese management and local staff
- Assisting in the preparation of reports and documents for the Japan head office
- Coordination with internal departments (HR, Administration, Production, etc.)

Reporting Line:

- Providing secretarial and administrative support to Japanese expatriate staff

Requirements:

- JLPT N2 or above, or currently preparing for the JLPT N2, or equivalent practical experience in Japanese.
- Experience living or working in Japan is an added advantage
- Good command of English
- Strong communication and interpersonal skills

What We Offer:

- Attractive remuneration package
- Opportunity to work closely with Japanese top management
- Exposure to an international business environment
- Friendly and professional work environment
- Career growth opportunities
- Additional benefits (transport, meals, annual bonus, etc.)

Apply Now:

Send your CV to: Chandima.Kalyani@okayaelec.co.jp

(Please mention “Japanese Interpreter Position” in the subject line)