

INTERPRETER

Document ID	JOB007
Employer	Japan Cycling Federation
Work Type	Contract
Contract period	In general, between January 2018 and March 2021. (Annual renewal)
Salary	Upon experience: 3.240.000 yen
Location	Shizuoka Prefecture, Japan
Posted	28 Nov. 2017
Closes	The position will remain open until the position is either closed (an applicant contracted) or cancelled.

JOB DESCRIPTION

Pre-amble

Japan Cycling Federation (JCF) is the recognized authority by the UCI (Union Cycliste International), JSC (Japan Sports Council) and JOC (Japan Olympic Committee) on all aspects of cycling in Japan. JCF is responsible for the management and development of the sport and the national team at the elite level, including Olympic, Paralympic and Asian Games.

JCF, through its High-Performance Center (HPC), aims to create and sustain an effective system that develops talented Japanese track cyclists to achieve Olympic, Paralympic and World Championship medal performances.

Short Description

The Interpreter will be responsible of assisting the Technical Manager, providing accurate interpretation and translation of critical information in direct service to the Technical Manager and/or other team members who are working with people who cannot speak or understand English.

Sometimes, the Interpreter will be responsible of specific projects.

Reports to

HPC's Technical Manager

Main Responsibilities (include but are not limited to)

- Facilitate communication between parties who speak two different languages (Japanese and English).
- Precisely and accurately interpret critical information real time from Japanese to English, and vice-versa.
- Assist in translating from English and Japanese on behalf of team members; may translate documents as specifically requested.

- Establish and maintain quality service and positive interaction with all team member, customers, visitors, providers, and stakeholders.
- Assist with team members follow-up as necessary, to include contacting them with appointment reminders.
- Provide occasional services outside of normal working hours on as as-needed basis.
- Reading papers and preparing support materials beforehand.
- Perform miscellaneous job-related duties as assigned.
- Maintain strict confidentiality.

Requirements (include but are not limited to)

- Fluency in English and Japanese speaking skills.
- English and Japanese written translation skills.
- Ability to work outside of normal working hours as needed.
- Ability to maintain confidentiality of records and information.
- Experience in the usage of computers and office software packages (Ms Word, Excel, etc.)
- Experience in handling of web-based management systems.
- Ideally, current knowledge of cycling terminology.

Key Competencies and Behaviors (include but are not limited to)

- Strong interpersonal skills, flexibility, and customer service orientation.
- Good organizational skills, time management skills and initiative.
- Flexible and capable to work under pressure.

General

- Being comfortable with public speaking
- Travel throughout Japan and internationally might be required.

APPLICATIONS

- Please send full resume to “kyoka@jcf.or.jp” with
 - ◇ current and expected salary
 - ◇ contact telephone number, email and postal addresses
 - ◇ current work situation and your availability date for work
- Please quote reference no. “**JOB007**” in the application.
- Applicants who are not invited for interview within six months may consider their applications unsuccessful.
- All applications will be treated in the strictest confidence. The collected data will be used for recruitment and other employment-related purposes only, and in general it won’t be returned.