

**Company Info:**

Nasiwak Services India Pvt Ltd is a B2B and B2C business solutions provider exclusive to the Japanese market. Nasiwak provides business process solutions in the form of enterprise management, supply chain and logistics management, CRM, software automation and custom application development. Within India we provide Japanese language services, Japanese language classes and help students or professionals with our Study in Japan program. Nasiwak envisions to be a major driving force between India and Japan, establishing a trustworthy channel for the two countries through hardwork, dedication and sustainable means.

Core values:

Innovation. Individual empowerment. Integrity.

We at Nasiwak firmly believe that Innovation blooms by nurturing Individuals through honesty, transparency and creativity all the while using ethical practices that uphold moral Integrity.

Important links:

Website – [Nasiwak: Fostering Futures by Bridging Boundaries \(nasiwakservices.com\)](http://nasiwakservices.com)

LinkedIn - <https://www.linkedin.com/company/nasiwak-services-pvt-ltd>

Location - <https://maps.app.goo.gl/bapeYhjU4q5eMTZA6>

Contact Details:

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**Job Title: Bilingual Co-ordinator****Job Location: Bengaluru, Karnataka, India****Key responsibilities:**

- Facilitate communication between Japanese-speaking staff, clients and partners.
- Clarify technical or cultural nuances to ensure accurate understanding and alignment of expectations from all involved parties.
- Manage correspondence and follow-up communications to ensure timely responses and resolutions.
- Collaborate with colleagues across departments to support cross-functional projects and initiatives.
- Share knowledge and best practices related to language and cultural considerations.

Eligibility details:

Minimum Educational qualifications: Bachelor's degree in any domain.

Experience: Fresher to 3years of relevant experience

Languages known: English (Mandatory) Japanese (Mandatory)

Documents and Certifications:

AADHAR (Mandatory)

Highest qualification certification (Mandatory)

JLPT/NAT certification (Preferred not mandatory)

Remuneration:

3LPA to 4.5LPA including benefits

Benefits	Schedule
Reimbursements	Day shift only
Paid time offs	Monday to Friday
Provident Fund	Saturday half day
Commuter assistance	7:30AM to 4:30PM IST
Work from home	Hybrid work system



**Key points:**

- a) Fluency in Japanese and English, with excellent written and verbal communication skills in both languages.
- b) Strong cultural competency and understanding of Japanese business practices, etiquette, and social norms.
- c) Hybrid system, office located in Bangalore, Karnataka, India. Candidates must make their own residential arrangements. **Relocation to Bangalore is a must.**
- d) Freshers and upto 3 years of experience can apply. Resume or CV is a must.
- e) Salary is 3LPA to 4.5LPA including benefits. Full-time or Part time role will be decided upon Company discretion.
- f) Joining criteria: Immediate to 15 days from date of employment confirmation, subject upon the Company discretion.
- g) Notice period details of current employer must be mentioned if applicable.

Interview process:

- Interested candidates send their resume/CV to any one of our mail ID.
- Company will contact selected candidates through mail or phone.
- Interview mode will be online or offline depending on availability.
- Two to three rounds of interview and a final HR round.
- Selection after satisfactory completion of background and reference checks.

