



## Japanese Bilingual Project Administrator Job Description

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Job Title: Japanese Bilingual Project Administrator  
Reports To: Vice President of Finance & Operations  
FLSA Status: Salary, Exempt  
Job Location: Forest Grove, Oregon

This role requires a unique combination of language proficiency, cultural understanding, and project management skills to effectively bridge communication gaps and ensure successful project execution. This position is responsible for communicating with our Japanese import partners, functioning as a Project Administrator who manages project's deliverables, as well as working with the Compliance Manager to keep the company compliant with regards to state and federal regulations.

### Duties & Responsibilities

- Be the liaison between SakeOne and our Japanese speaking suppliers/partners
  - Collaborate closely with internal teams and external suppliers/partners to assist with the translation of information being shared
  - Translate written communications and documents from Japanese to English and vice versa
    - Translate spoken language during meetings for both English and Japanese
  - Ensure translations accurately convey the original meaning and tone of the message while considering cultural sensitivities
- Project Administrator
  - Maintain project status, schedule, and deliverables utilizing Project Management software
  - Identify and communicate any potential delays or issues
  - Act as liaison between internal and external collaborators, keeping project team members accountable to their deliverables
- Compliance
  - Work directly with the Compliance Manager to keep company compliant at state and federal levels
  - Apply or renew permits, licenses, brand, and label registrations
  - Maintain compliance projects in project management system
  - Research state and federal regulations
- Miscellaneous Projects for senior management and sales
- Other jobs and duties as assigned



### **Job Requirements**

- Bilingual in English and Japanese required
- Impeccable translation of English and Japanese verbal and written communications
- Experience communicating in Japanese and English and interpreting during meetings
- Experience in project management
- Strong organizational skills with meticulous attention to detail and ability to focus on multiple priorities
- A bachelor's degree or relevant experience is required
- Minimum of 2 years or more previous project management experience required
- Ability to work a flexible schedule at times including evening hours and weekends when needed, some travel expected
- Ability to decipher statutory language is important
- Time management and prioritization skills are critical
- Excellent interpersonal and communication skills with ability to work independently and as a team
- Logical and methodological approach to problem solving
- Proficiency with Microsoft products, Adobe, and project management software
- Knowledge of sake or beverage alcohol a plus, willingness to learn about sake is mandatory