

ADMINISTRATIVE ASSISTANT – SOFTWARE R&D GROUP

Location: Markham, Ontario
Terms of Employment – Fulltime

Innovation, product development and an eye for detail have made Epson Canada a leader in the image capture and image output industry. Offering an extensive range of award-winning products including top performance printers, scanners, multi-media projectors and digital cameras, Epson lets its customers present their ideas in clear and vivid colour.

We are looking for a person with excellent Japanese & English communication skills to join our Research & Development division as an administrative assistant.

The successful candidate should have experience as an administrative assistant in a corporate environment, with great people and time management skills, and the initiative to improve areas of responsibility.

Responsibilities:

- Translate technical documentation from Japanese to English
- Act as a translator with our Japanese colleagues during business meetings
- Coordinate department social functions, make travel arrangements for staff and assist with expatriates moving arrangements.
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Complete operational requirements by scheduling and completing administrative tasks; expediting work results.

Qualifications:

- Minimum of 2 years experience as an administrative assistant
- Excellent verbal & written skills in both English & Japanese
- Proficiency with Microsoft Office
- Accounting experience an asset
- Very organized with keen attention to detail

Please forward your resume, quoting the above Job Code, indicating your salary expectations, to: Human Resources, E-mail: hrcanada@ea.epson.com