

Japanese / English job titles

compiled by Ben Jones

Every organization has its own structure, and it is impossible to give a definitive translation for any job title without knowing either (a) if an equivalent in the other language has already been formally adopted; (b) what other titles exist within the same organization, and how they relate to each other; (c) precisely what the job involves. For example, does "Sales Director" mean a member of the Board of Directors who is responsible for sales; or merely the head of the sales department (or should that be division)?

Another problem is that job titles and / or descriptions frequently change over time, as new jobs come into being or new trends (e.g. political correctness) take hold. Often there may be no direct equivalent in any case.

Nevertheless, the fact is that professional translators are frequently asked to translate such titles without any background information whatsoever. I have compiled the following list in an attempt to assist this process, and maybe even come up with some "de facto standard translations" that Japanese <-> English translators throughout the world can agree to use for simplicity's sake. I have tried to be as exhaustive as possible, but would welcome any additions (it is always easier to "pick and choose" certain titles out of a wide selection than to find ways of distinguishing between e.g. 本部長, 事業部長 and 部長). I have also tried to avoid duplicating any titles (as sometimes there is a risk of translating e.g. 社長 as CEO only to come up with 最高経営責任者 a bit later), but would similarly welcome any suggested improvements.

I would not really appreciate a string of comments such as "in our company 部長 is actually department head", or "why don't you just put general manager as ジェネラル・マネージャ?". Katakana is always available as a convenient cop-out for E->J translation anyway. What would on the other hand be useful is an electronic list of all (or almost all) the job titles in some specific company. If for example you work for Mitsubishi and have a list of all the company's job titles or department titles -- preferably with English equivalents -- and can e-mail that to me, I would be very happy to upload it here to provide a more specific guide to titles within certain organizations. A text or HTML list is much more useful than e.g. a link to a certain web page, or a graphics file.

Sources used to compile this list include the ITI Japanese Network (in particular its mailing list), 訳しにくい名称の英語表記辞典 (Shinsei Shuppan), President magazine, GG (Kenkyusha's "Green Goddess" = New Japanese-English Dictionary), countless 名刺, Roget's Thesaurus, etc.

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Corporate job titles etc.

CAO: Chief Accounting Officer	最高会計責任者
CAO: Chief Administrative Officer	最高総務責任者
CBO: Chief Business Officer	最高業務責任者
CCO: Chief Communication Officer	最高コミュニケーション責任者
CCO: Chief Compliance Officer	最高遵法責任者
CDO: Chief Development Officer	最高開発責任者
CEO: Chief Executive Officer	最高経営責任者
CFO: Chief Financial Officer	最高財務責任者
CHO: Chief Human resource Officer	最高人事責任者
CIO: Chief Information Officer	最高情報責任者
CJO: Chief Judicial Officer	最高法務責任者
CKO: Chief Knowledge Officer	最高知識管理責任者
CLO: Chief Legal Officer	最高法務責任者
CLO: Chief Logistics Officer	最高ロジスティクス責任者
CLO: Chief Learning Officer	最高学習責任者
CMO: Chief Marketing Officer	最高マーケティング責任者
CNO: Chief Network Officer	最高ネットワーク責任者
COO: Chief Operating Officer	最高執行責任者
CPO: Chief Production Officer	最高生産管理責任者
CPO: Chief Privacy Officer	最高プライバシー管理責任者
CPO: Chief People Officer	最高ピープル責任者
CPO: Chief Project Officer	最高計画責任者
CQO: Chief Quality Officer	最高品質責任者
CRO: Chief Risk Officer	最高リスク管理責任者
CRO: Chief Revenue Officer	最高レベニュー責任者
CSO: Chief Strategy Officer	最高戦略責任者
CSO: Chief Safety Officer	最高安全責任者
CTO: Chief Technical Officer	最高技術責任者

CVO: Chief Visionary Officer

最高ヴィジョン策定責任者

取締役会	board of directors
役員会	board of directors
重役会	board of directors
理事会	board of directors
取締役	director
役員	director
重役	director
理事	director
代表取締役	representative director (a literal translation to convey the meaning, although it does not normally occur as a title outside Japan)
副理事	deputy director
会長	chairman
理事長	chairman
副会長	vice chairman
副理事長	vice chairman
社長	president (Japan), managing director / MD (UK), CEO (US)
取締役社長	president
最高経営責任者	chief executive officer, CEO
副社長	vice president, vp
社長代理	deputy president
社長室長	manager, office of the president
役付取締役	executive directors
専務取締役	senior executive director
常務取締役	junior executive director
非常勤...	non-executive ...
幹部	executive
監査役	auditor
幹事	secretary

会計係	treasurer
監察員	superintendent

顧問	consultant
参事	senior counsellor
副参事	deputy senior counsellor
参与	junior counsellor
副参与	deputy junior counsellor
主任	senior staff member
副主任	junior staff member
主席	senior manager
主事	manager
主事補佐	assistant manager
副主事	junior manager
一般副主事	general junior manager
主査	project leader
主務	controller

本部長	division director
本部長補佐	assistant division director
本部長付	attached to division director
本部長待遇...	... with division director status
本部長代理	deputy division director
副本部長	division vice-director

事業部長	business division manager
事業部長補佐	assistant business division director
事業部長付	attached to business division director
事業部長待遇...	... with business division director status
事業部長代理	deputy business division director

副事業部長	business division vice-director

事業所長	site manager
営業所長	sales office manager
事業所長待遇...	... with site manager status
局長	bureau manager
支店長	branch manager
支社長	branch office manager

部長	division manager
部長補佐	assistant division manager
部長付	attached to division manager
部長待遇...	... with division manager status
部長代理	deputy division manager
副部長	division vice-manager

課長	section manager
課長補佐	assistant section manager
課長代理	deputy section manager
係長	supervisor
班長	team leader
副班長	deputy team leader
室長	office manager
係員	clerk
秘書	clerical secretary
一般社員、平社員、ペー ペー	general staff, general employees

上級管理職	upper management
管理職 1 級	grade 1 manager

準管理職	lower management
管理者	administrator
管理人	caretaker
総合職 1 級	grade 1 employee
...長	chief ..., head ..., etc.
...次長	sub-director, sub-manager, etc.
副...	vice, sub, deputy, junior, assistant, etc.
...代理	deputy, acting, etc.
担当官	officer in charge
担当者	person in charge
責任者	person responsible [I dislike both of these, but what can you do?!]

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Academic posts / qualifications

Scotland	Oxbridge	UK	Japan	US	Notes
Principal		Chancellor	大学総長	President	
Vice-Principal		Vice-Chancellor (VC)	学長		(GG has / implies 大学副総長)
		Pro Vice-Chancellor	副学長		
		Pro VC for XYZ	副学長 (...担当)		
		Faculty head	学科長		
		Dean	学部長		
Dean		Proctor	学生監		
		Truancy officer?	補導部長	Dean	
		Department head	部長		
		Registrar	事務局長		(GG has / implies 幹事・登記官)
		Professor	(正)教授	Both professor?	

	Associate professor	准教授	
	Reader	上級講師	
	Tutor?	助手	Reader
Tutor	Tutor?	個人指導教師	
Fellow	Research fellow	特別研究員	
	Research associate	上級研究員	
	Assistant professor	助教授	
	Senior lecturer	先任講師	
	Lecturer	講師	
	Researcher	研究員	
	Dr XYZ	...博士	
	Post-doctoral researcher	博士研究員	
	PhD/DPhil	哲学博士	
	Post-graduate researcher	大学院研究員	
	MA	文学修士	
	MSc	理学修士	
	MEng	工学修士	
	BA	文学士	
	BSc	理学士	
	BEng	工学士	
	Post-graduate	学士	
	Under-graduate	大学生	
	Headmaster	校長	
	Acting head	校長代理	
	Second master	副校長	
	Master of studies	学科担当教師	
	Class teacher / form master	担任	
	Teacher / master	教師	

(as title rather than specific position)

Master	Housemaster	学寮長
	Matron	寮母

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Military ranks / titles

There is a comparative chart at the back of GG; I suggest it be used by default until anybody notifies me of serious omissions / errors -- and sends me a better one!

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Political offices

GG contains:

a list of Japanese government departments

a list of UK / US government departments and personal titles

The Japan Times handbook contains:

a more detailed list of the Japanese national government's structure

a list of Tokyo Metropolitan Government's structure, with some titles

lists of the structure of the LDP and other political parties

TREND contains:

a list of Chinese government posts

lists of the structure of the LDP and other political parties

Again, I suggest these be used by default for now. I find the TMG list in JT quite useful -- partly because it appears to defy all logic / convention (!) -- so have copied part of it here:

Governor	知事
Vice Governor	副知事
Director General of ... Bureau	局長
Chief Accountant	出納長
Deputy Director General of ... Bureau	次長
Deputy Director General of ... Bureau for ...	理事

Director of ... Division	部長
Deputy Director for ..., ... Division	担当部長
Assistant Divisional Director for ...	参事
Inspector General	主席監察員
Inspector	監察員
Director of ... Section	課長
Sectional Director for ..., ... Section	担当課長
Assistant Sectional Director	副参事
Chief Assistant to Section Director	課長補佐
Chief of ..., ... Section	係長
Chief for ..., ... Section	主査
Senior Staff Member	主任
Staff Member	主事

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Ecclesiastical orders, police ranks, legal profession, nobility, etc. etc.

Sometime, maybe ... ;-)
[Why don't you do it?]

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