



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094628 | Language Managers (ENG-VIE) - Localization - Remote

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541443

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

We are seeking a meticulous and experienced **Language Manager (legal domain)** to oversee the quality and accuracy of translated documents. The ideal candidate will ensure that translations are true to the source content and meet client-specific and country-specific standards.

Job Responsibilities

- Review and Edit Translations: Examine translated documents for errors in meaning, accuracy, terminology, spelling, grammar, style, tone, and syntax.
- Quality Control: Conduct quality checks on translations in one or more language pairs, ensuring adherence to style guides and publication specifications.
- Translation and Post-Editing: Perform translations and machine translation post-editing as needed.

- Vendor Management: Evaluate and support in-country translators, providing guidance and feedback to improve quality.
- Resource Management: Manage translation memory and term bases using internal systems.
- Client Management: Oversee client accounts, creating and managing guidelines, term bases, and translation memories.
- Vendor Services Support: Assist Vendor Services by offering feedback on vendor quality and identifying areas for improvement.
- Training and Supervision: Identify vendor weaknesses and provide training to enhance quality.
- Special Projects: Participate in special projects and other duties as assigned by management.

Job Requirements

- Proven experience in translation and editing.
- Strong attention to detail and excellent linguistic skills.
- Ability to manage multiple projects and meet deadlines.
- Proficiency in using translation management systems.
- Strong background/exposure to legal terms or professional services are highly welcome.

#LI-JACVN

Company Description