



Job Description

Working Date and Time: 5 Working Days (shifts: 9:00-18:00 Shift working), *Public holiday: Depends on shift, candidate will get alternative holiday.

Key Responsibilities:

1. Translation Services:

- Support translation services for patients and doctors/nurses.
- Accurately convey the doctor's diagnosis and treatment plan to the patient.
- Explain complex medical information concisely and clearly.
- 2. Consecutive Interpretation:
- Provide consecutive interpretation, beginning after the speaker has finished a series of words or sentences.
- · Take detailed notes while listening to the speaker to ensure accurate interpretation.
- 3. Cultural and Linguistic Resource:
- Serve as a cultural and linguistic resource for both patients and healthcare providers.
- · Recognize and address cultural sensitivity issues, ensuring confidentiality at all times.
- 4. Patient Privacy:
- Maintain patient privacy and confidentiality in all interactions.
- Manage translations for forms, medical directives, and other necessary documents.
- 5. Clinic Operations and Administration:

- Oversee the operations and administration of the clinic.
- · Take on administrative responsibilities related to general operations and the medical team, including reception and

pharmacy duties.

Qualifications:

- Proficiency in Japanese (JLPT N1 certification required).
- At least 2 years' working experience in Customer Service or Interpreter. (Advantage: medical clinic)
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with discretion.
- As a medical interpreter, a personality that reassures and calms patients.
- Benefits:
- Transportation Allowance
- Perfect Attendance
- Mobile Phone Allowance
- Health Insurance
- Annual Leave

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