



## Native English Speaker Translator | Up to 3 days WFH

### A Leading Japanese Patent Law Firm

#### Job Information

**Hiring Company**

I T O H Patent Attorney Corporation

**Job ID**

1545732

**Industry**

Other

**Company Type**

Small/Medium Company (300 employees or less)

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Train Description**

Chiyoda Line, Nijubashimae Station

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

September 23rd, 2025 11:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Native (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

ITOH Patent Attorney Corporation has been delivering the best possible intellectual property services to our clients since 1967. We are seeking someone with experience in translating and proofreading patent specifications. This is a full-time position at our Tokyo office.

**Job Description:**

- Translating and proofreading technical documents in English for patent applications and other intellectual property related matters
- Coordinating with other Translators and Patent Attorneys when necessary for clarification to ensure accuracy
- Confirming that all revisions are successfully incorporated into the final application documents and are completely free of errors and inconsistencies

There are three American nationals, a Canadian, as well as Chinese, Taiwanese, and Korean staff in the same department, providing an environment where international collaboration is part of our daily operations.

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## Required Skills

**Must be a native English speaker with a technical background and/or university degree.**

### **Qualifications:**

- Must be a native English speaker with excellent writing skills.
- The candidate must be able to read Japanese at a high level.
- Must currently reside in Japan with appropriate visa status (Permission to work in Japan).
- Must have experience translating or proofreading complex technical documents.
- Must have a strong background and/or degree in any of the following areas:
  - Electronics
  - Software
  - Semiconductors
  - Computers
  - Data processing
  - Mechatronics
  - Physics
  - Engineering
  - Telecommunications
  - Mechanics
  - Materials
  - Other related fields

Candidates who can translate to and from Japanese and English are preferred.

### **Compensation/ Benefits:**

- Transportation paid in full
- Social Insurance
- Paid Holidays
- Work from home up-to 3 days a week

### **Nearest Stations:**

- Tokyo Metro Chiyoda Line, Nijubashimae Station
- JR Tokyo Station

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## Company Description