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welocalize
Welocalize Japan 株式会社

Language Lead for Korean Life Sciences Translation

Job Information

Hiring Company
Welocalize Japan K.K.

Subsidiary
Welocalize, Inc.

Job ID
1553781

Industry
Other (Medical, Pharmaceutical)

Company Type
Large Company (more than 300 employees) - International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chiyoda-ku

Salary
4 million yen ~ 8 million yen

Work Hours
8 hours Mon-Fir, which flex hours

Refreshed
August 11th, 2025 00:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent

Minimum Japanese Level
None

Other Language
Korean - Native

Native Korean speakers for English-to-Korean translation

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

The Language Lead for Korean Life Sciences Translation is a critical position that requires a strong background in Life Sciences translation, with a focus on clinical research documents (clinical trial protocols, patient information sheets/informed consent forms, investigational medicinal product dossiers (IMPD), investigational drug labels, patient recruitment materials,

etc.). This professional is responsible for translating, postediting or reviewing complex Life Sciences documents from English into Korean, ensuring the highest quality and accuracy of the deliverables to client. This role works closely with Quality, Program Squads, Talent, KO suppliers, and other stakeholders to provide precise language support for life sciences and more specifically clinical research-related matters.

This professional ensures that the expected level of translation quality is maintained, andthe product delivered to the client should always meet its intended purpose, closely monitors that KO translation expenses remain within KO budget.

The KO Language Lead understands Life Sciences industry legal requirements and engages the production team in the fulfilment of these requirements, crafting client solutions based on the Welocalize Four Pillars of Customer Service, Quality, Innovation and Global Teamwork.

Job Description

MAIN DUTIES

The following is a non-exhaustive list of responsibilities and areas of ownership of Language Lead for Korean Life Sciences translation:

· PerformEnglish into Korean review tasks of life sciences/clinical research translations as required, monitor resources' performance;

· Work with Quality and Squads to plan and perform KO LQAs, and drive arbitration process;

· Maintain and update linguistic assets, such as glossary and translation memories for Korean for Life Sciences clients;

· Monitor closely KO spend and make sure KO translation spend is within KO budget;

· Support Quality team in reviewing client escalations related to Korean language quality issues and in conducting RCAs for life sciences translation, responsible for client inquiries;

· Attend client calls related to Korean language quality issues as needed.

· Provide support to onboard new KO clinical research linguists when applicable;

· Respond to any queries from KO suppliers related to life sciences linguistic aspects;

· Engage in business review meeting with KO resourcesas well as taking the lead on linguistic issues;

· Help creating and updating style guide for English into Korean;

· Support assessment team about new KO linguistic resources across all life sciences content specialties;

· Take Language Lead role for all life sciences accounts, provide SME support for Korean

· Recommend KO Life Sciences linguistic resources to Squads, based on data of quality, OTD, language strategy, capacity needs, content specialty, or client specific requirements;

· Achieve the goals set by supervisor, complete all other tasks appropriate for your role assigned by your supervisor;

· Familiar with Korean medicinal products, medical device and clinical research regulations, arm withlife sciences knowledge to provide added-value to clients;

· Conduct monthly capacity planning for KO Life Sciences, make sure adequate resources are in place to support the production;

· Communicate with and support Procurement team in the creation of new recruitment campaigns to identify and onboard new suppliers to Welocalize.

Required Skills

REQUIREMENTS

Education & Experience

• 3+ years linguistic experience on English into Korean Life Sciences translation, with specialization in Clinical Research;

• Good understanding of Machine Translation Post-Editing process, familiar with CAT Tools and automated QA tools and willingness to work with AI tools;

• Korean Native or Equivalent to native level;

• Knowledge of Korean life sciences and clinical research regulations;

• Minimum of a BA/BS degree in Translation, Linguistics, Language Studies or BA/BS degree in a Life Sciences-related field: Medicine, Pharmacy, Nursery, Biology, Chemistry.

• Knowledge of the language services industry and a keen interest in its technology, process, competitive landscape, and emerging trends;

• Problem-solving mindset that can proactively assess and mitigate risks;

• Can work within a team, contributing to the team's success, or work independently as needed;

• Ability to prioritize ongoing projects based on business needs and urgencies that arise;

· Excellent oral and written communication skills;

• Good command of English;

• A Master's degree being a plus;

KEY COMPETENCIES REQUIRED FOR THIS ROLE

• Is a strong **Listener** and effective **Collaborator**;

• Strong time & workload management skills;

•Self-motivating with ability to take ownership;

• Actively drives **Performance** and **Delivers** results;

• **Proactively** develops clear solutions to moderately complex problems;

• Understands the importance of **Objective & Key Results (OKRs)** and is **Results Orientated;**

•Ability to manage multiple priorities in a fast-paced, time-sensitive, and deadline-driven work environment;

• A good **solution provider**.

Company Description