弁理士法人
ITOH
Patent Attorney Corporation

Native English Speaker Proofreader 👍 Exclusive job

A Leading Japanese Patent Law Firm

Job Information

Hiring Company
ＩＴＯＨ　Patent Attorney Corporation

Job ID
1565810

Industry
Other

Company Type
Large Company (more than 300 employees)

Non-Japanese Ratio
Majority Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chiyoda-ku

Train Description
Chiyoda Line, Nijubashimae Station

Salary
6 million yen ~ 8 million yen

Refreshed
January 19th, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native (Amount Used: English usage about 75%)

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. We offer the option to work from home upto 3 days a week.

Job Description:

- Proofreading technical documents in English for patent applications and other intellectual property related matters
- Coordinating with other Proofreaders 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

We have staff from America, Canada, China, Taiwan, and Korea in the same department, providing an environment where international collaboration is part of our daily operations.

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 hight level.
- Must currently reside in Japan with appropriate visa status (Permission to work in Japan).
- Must have experience 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

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

Company Description