



フルリモート Japanese Linguist | 日本全国のどこからでも仕事できる！

グローバルな言語サービスのリーディングカンパニー

## Job Information

### Hiring Company

[Welocalize Japan K.K.](#)

### Job ID

1590968

### Industry

Interpretation, Translation

### 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 ~ 5.5 million yen

### Work Hours

8 hours Mon-Fir, with flex hours

### Refreshed

May 7th, 2026 00:00

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Entry Level

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

### Job Responsibilities:

The role focuses on delivering high-quality translations across various content types using standard CAT tools and adhering strictly to client-specific guidelines and processes. It involves continuous quality improvement through feedback, training, and collaboration, while meeting key performance indicators in productivity, quality, and timeliness.

**The following is a non-exhaustive list of responsibilities and areas of ownership for this role:**

- Perform translations in various translation tools for assigned clients and projects
  - Translate various types of content, e.g. marketing, help, UI, or regulated content
  - Support the team with copy-edit tasks on selected content types
  - Master the standard CAT tools and tools associated with translation work for internal clients (e.g. tools for creating queries or checking the live UI elements)
  - Precisely follow the established translation process, e.g. always raise queries when there is a need to
  - Precisely follow the style guide and overall client requirements
  - Improve based on the corrections made by senior team members as well as the client reviewers
  - Keep track of personal error statistics and work on the weak spots
  - Take part in the internal trainings and the ones organized by the clients
  - Participate in the error arbitration process
  - Meet the KPIs in terms of productivity, on time delivery and quality
  - Take part in the internal quality meetings and the quality calls organized by the client for the whole team
  - Constantly analyze own gaps and think of what assistance the senior members can provide to help address those
  - Meet the goals set by the team manager
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## Required Skills

### Education Level

- University degree in Translation/Applied Languages/Linguistic Studies or equivalent combination of education and experience (University degree in other fields plus 2 years of full time experience in translation; OR 5 years of full time professional experience in translating)

### Experience and Skills

- Native fluency in TARGET language
  - Fluency in English, both written and spoken
  - 2-4 years of experience in translation/localization/editing or content writing
  - Good understanding of the localization process
  - Good user experience of standard software, such as Windows and Office applications
  - Good user experience of standard CAT tools, e.g. XTM, SDL Studio and issue tracking and query management tools, e.g. JIRA
  - Ability to learn new localization tools and applications quickly
  - Excellent interpersonal, written and verbal communication skills
  - Ability to work with tight deadlines
  - Ability to effectively present information and respond to questions from groups of managers, clients, customers, linguists
  - Ability to solve practical problems and deal with a variety of concrete variables in
  - Ability to work within a virtual team
  - Fast learner, motivated, versatile
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