


# フルリモートSenior 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**
1590969

**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**
5 million yen ~ 6.5 million yen

**Work Hours**
8 hours Mon-Fir, with flex hours

**Refreshed**
November 16th, 2026 01:00

## General Requirements

**Minimum Experience Level**
Over 6 years

**Career Level**
Mid Career

**Minimum English Level**
Business Level

**Minimum Japanese Level**
Native Level

**Minimum Education Level**
Bachelor's Degree

**Visa Status**
Permission to work in Japan required

## Job Description

**Job Responsibilities:**

This role involves managing translation and copy-editing tasks, ensuring high-quality linguistic deliverables for assigned projects or accounts. Responsibilities include coordinating with freelancers and agencies, maintaining language resources, resolving terminology queries, and collaborating with clients and internal teams to enhance workflow efficiency. The position also supports broader team efforts through editing, error arbitration, and active participation in quality initiatives.

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

- Performing copy-edit tasks on assigned projects or accounts
- Performing on-demand translation tasks
- Performing lead linguist role on assigned accounts
- Taking ownership of deliveries that were translated internally or by external partners for one or more accounts into their target language
- Preparing, managing and maintaining the language materials (including glossaries, Style Guides, work instruction) up to the quality standards and up to date as required by the account or project
- Managing project-related queries
- Ensuring good interaction among team members and resolving questions on terminology and language matters
- Coordinating with freelancers, agencies and internal linguists on assigned projects or accounts
- Testing and qualifying new freelancers and vendors as required
- Developing and training of internal linguists/new and existing freelancers according to the accounts' and Welocalize's needs
- Interacting with clients on linguistic matters as required
- Participating in the development of new and improved working processes. Propose process improvements.
- Meet or exceed the KPIs in terms of productivity, on time delivery, quality
- Achieving the goals set by the team manager

## 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**

- Fluent in English, both written and spoken
- Native fluency in TARGET language
- 8+ years of relevant experience in translation/localization/editing or content writing
- 5+ years of review experience
- Thorough understanding of the localization process
- Excellent knowledge of terminology used various subject matters
- Subject-matter expert within company for assigned content specialities, service lines and processes
- Excellent 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 user experience of standard software, such as Windows and Office applications
- Ability to give clear, concise and constructive feedback
- Ability to coordinate internal and external translators
- Excellent interpersonal, written and verbal communication skills
- Ability and willingness to train/teach others and pass on knowledge.
- Ability to work with tight deadlines
- Excellent problem solving skills
- Ability to effectively present information and respond to questions from groups of managers, clients, linguists
- Ability, willingness and experience in communicating with customers at various levels
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to work in a virtual team

## Company Description