

English-Korean Linguist-Full Remote/Work From Home in Japan

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
1611592

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 ~ 6 million yen

Work Hours
8 hours Mon-Fir, with flex hours

Refreshed
October 29th, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Other Language
Korean - Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Job Description Summary

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 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 support on assigned projects or accounts
- 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
- Testing and qualifying new freelancers and vendors as required
- Developing and training of internal linguists and external partners 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
- Meet or exceed the KPIs in terms of productivity, on time delivery, quality
- Achieving the goals set by the team manager

Required Skills

REQUIREMENTS

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 Korean language
- Fluency in English, both written and spoken, in a variety of registers
- 4+ years of experience in translation/localization/editing or content writing
- 2+ years of review experience
- Thorough 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
- Excellent knowledge of terminology used in two or more subject matters
- Ability to work with tight deadlines
- Ability to give clear, concise and constructive feedback

- 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 situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability and willingness to train/teach others and pass on knowledge
- Ability, willingness and experience in communicating positively with customers at various levels
- Ability to work within a virtual team

Company Description