


# [Global Research] Associate Sub-editor / JP & EN Transcripts

**4M~7M JPY (Bonus Inc) Work from Anywhere**

## Job Information

**Hiring Company**
Third Bridge Group Limited.

**Job ID**
1619505

**Industry**
Business Consulting

**Company Type**
Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**
About half Japanese

**Job Type**
Permanent Full-time

**Location**
Tokyo - 23 Wards, Chiyoda-ku

**Salary**
Negotiable, based on experience ~ 7 million yen

**Work Hours**
According to company regulations.

**Holidays**
According to company regulations.

**Refreshed**
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## General Requirements

**Minimum Experience Level**
Over 1 year

**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 Description & Position Highlights≫**

- Proofread and refine Japanese transcripts and English translations of expert interviews, ensuring accuracy,

consistency, and high editorial standards
- Shape the quality of investment research content while gaining exposure to global financial markets and diverse industries
- Help build Japanese content processes as an early team member, collaborating with international editorial teams across multiple regions
- Benefit from a personal development allowance, one month of Work from Anywhere annually, and additional paid leave options

**【Job Responsibilities】**
Third Bridge is a leading global research firm established in 2007, with a team of over 1,500 employees worldwide dedicated to **fueling decisions with expert insights** . We accelerate and enhance decision-making for investors and business leaders by unearthing unique expert insights across multiple sectors, geographies, and topics.

For nearly 20 years, we've helped clients access knowledge on demand from experts, in-person and through our Library covering over 65,000 companies.

< Job Description >
At Third Bridge, we continue to grow our global breadth, depth and quality of coverage across companies and industries that are of interest to the investment community.

As such, we are recruiting an **Associate Sub-editor** to support our continued growth in Asia. The successful candidate will have the unique opportunity to help establish processes around our Japanese content. You will largely be responsible for ensuring spoken Interviews are transcribed and translated accurately across our Forum and Community products. Most of the content reviewed will be conducted in Japanese and translated into English, though reviewing content conducted in English will also be a core responsibility.

You will be responsible for…

- Proofreading and editing **transcripts** of Interviews conducted in **Japanese** – Meticulously reading transcripts to detect and fix mistranscriptions through research and cross-checks so that each file is of an exceptionally high quality and accuracy
- Proofreading and editing **English translations** of Interviews conducted in Japanese – Critically evaluating AI-generated translations, editing word choice and order to ensure each translation is highly accurate to the source text, fixing grammar, formatting and syntax, and applying appropriate tone and localisation
- Applying and supporting the development of a cross-language Style Guide
- Writing and editing Interview marketing materials in Japanese, and translating them into English
- Supporting with vendor management, assessing and feeding back on quality and turnaround times
- Researching and communicating with internal stakeholders to confirm accuracy of important information, proactively communicating with Sub-editing peers in Shanghai, London, New York and Mumbai for global alignment
- Escalating transcription errors and Style Guide misalignments

■Company Description
Third Bridge is a market-leading global investment research firm. We provide unique, human-led insights to some of the world's largest hedge funds, mutual funds, private equity funds and management consultancies to help them make better investment decisions. We serve over 1,000 investment firms, offering clients 24/7 coverage through our team of 1,400+ employees across eight offices.

■What our people love about working in the Tokyo Office

- Be a founding member of the Tokyo team, entrepreneurial and multicultural work environment.
- Being surrounded by people they not only enjoy working with, but who also challenge and support them.
- Partnering firsthand with the leading investors and strategy consulting firms in the world and being privy to their thought process with all the learning this leads to
- Building their career in business on a foundation of problem-solving, communication and commercial skills
- Living by "great minds think differently" in a diverse and inclusive team.

**【Employment Type】**
Permanent employee

**【Salary】**
4M~7M (including bonus)

**【Working Hours】**
9:00-18:00

**【Work Location】**
Tokyo, Japan
〒100-0005 Tokyo, Chiyoda City, Marunouchi, 1-chōme−6 Nippon Seimei Marunouchi Building 21F

**【Holidays & Leave】**

- 15 days (which increases to 20 days after 2 years of service)
- Japan public holidays 16 days

**【Benefits & Welfare】**
We ensure every team member is able to bring their best self to work as well as in their lives outside - take a look at our benefits

- Learning: personal development allowance, which can be used for any learning programmes you feel would be beneficial for you
- Flexibility: work from anywhere for one month per year, 2 annual volunteer days, 2 personal days when life throws

you a curveball
- Company Equipment: Apple Macbook, monthly Phone Allowance plus employee reimbursement for Commuting Allowance up to JPY 25,000/per month
- Health and wellbeing: Mental health service, and annual health check
- Social: social gatherings, snacks, social events

## Required Skills

**【Required Qualifications】**

- High proficiency of Japanese and English
- Bachelor's degree or above in language studies (preferably translation), journalism, business and finance, or other related fields
- At least two years of proven professional experience as an editor, translator, proofreader, copywriter or similar role
- Project experience and specialised knowledge in one or more of the below sectors:
  ・Consumer and retail (e.g. e-commerce, apparel and textile, foods and beverages, cosmetics and other consumer goods)
  ・Tech, media and telecommunications
  ・Industrials, manufacturing and energy (e.g. semiconductors, automobiles and robotics)
  ・Healthcare

**【Ideal Candidate Profile】**

- Be fluent in Japanese and English, with exceptional spelling, grammar and punctuation skills in both languages
- Have strong knowledge of translation best practices
- Have first-hand experience of editing and proofreading transcriptions and/or translations
- Have extensive knowledge of machine learning and natural language processing principles underlying AI translation
- Have a meticulous eye for detail, with outstanding research and proofreading skills
- Be a self-starter who delivers results independently and can prioritise effectively
- Be a strong communicator who can resolve issues promptly with internal and external stakeholders in written and verbal formats
- Demonstrable interest in content that covers various sectors and financial markets

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We know that to be truly innovative, we need to have a diverse team around us. That is why Third Bridge is committed to creating an inclusive environment and is proud to be an equal opportunity employer. If you are not 100% sure if you are right for the role, please apply anyway, and we will be happy to consider your application.

## Company Description