



## Native English Speaker Proofreader | Up to 3 days WFH

## A Leading Japanese Patent Law Firm

## 募集職種

## 採用企業名

弁理士法人 I T O H

## 求人ID

1545732

## 業種

その他

## 会社の種類

中小企業 (従業員300名以下)

## 外国人の割合

外国人 少数

## 雇用形態

正社員

## 勤務地

東京都 23区, 千代田区

## 最寄駅

千代田線、 二重橋前駅

## 給与

400万円 ~ 600万円

## 更新日

2025年06月26日 15:41

## 応募必要条件

## 職務経験

1年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ネイティブ

## 日本語レベル

無し

## 最終学歴

大学卒 : 学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

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 proofreading patent specifications. This is a full-time position at our Tokyo office.

## Job Description:

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

There are three American nationals in the same department, providing an environment where international collaboration is part of daily operations.

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## スキル・資格

**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.
- Must currently reside in Japan with appropriate visa status (Permission to work in Japan).
- Must have experience translating or 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

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## 会社説明