

Native English Speaker Translator | 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

500万円~700万円

更新日

2025年10月28日 03:00

応募必要条件

職務経験

3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 (英語使用比率: 50%程度)

日本語レベル

流暢

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

Job Description:

- Translating and proofreading technical documents in English for patent applications and other intellectual property related matters
- · Coordinating with other 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, a Canadian, as well as Chinese, Taiwanese, and Korean staff in the same department, providing an environment where international collaboration is part of our daily operations.

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.
- The candidate must be able to read Japanese at a hight level.
- 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

Candidates who can translate to and from Japanese and English are preferred.

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

会社説明