



フルリモート 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

募集職種

採用企業名

Welocalize Japan 株式会社

求人ID

1590968

業種

通訳・翻訳

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区, 千代田区

給与

400万円 ~ 550万円

勤務時間

8 hours Mon-Fir, with flex hours

更新日

2026年05月07日 00:00

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

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

Job Responsibilities:

The role focuses on delivering high-quality translations across various content types using standard CAT tools and adhering strictly to client-specific guidelines and processes. It involves continuous quality improvement through feedback, training, and collaboration, while meeting key performance indicators in productivity, quality, and timeliness.

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

- Perform translations in various translation tools for assigned clients and projects
 - Translate various types of content, e.g. marketing, help, UI, or regulated content
 - Support the team with copy-edit tasks on selected content types
 - Master the standard CAT tools and tools associated with translation work for internal clients (e.g. tools for creating queries or checking the live UI elements)
 - Precisely follow the established translation process, e.g. always raise queries when there is a need to
 - Precisely follow the style guide and overall client requirements
 - Improve based on the corrections made by senior team members as well as the client reviewers
 - Keep track of personal error statistics and work on the weak spots
 - Take part in the internal trainings and the ones organized by the clients
 - Participate in the error arbitration process
 - Meet the KPIs in terms of productivity, on time delivery and quality
 - Take part in the internal quality meetings and the quality calls organized by the client for the whole team
 - Constantly analyze own gaps and think of what assistance the senior members can provide to help address those
 - Meet the goals set by the team manager
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スキル・資格

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 TARGET language
 - Fluency in English, both written and spoken
 - 2-4 years of experience in translation/localization/editing or content writing
 - Good 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
 - Ability to work with tight deadlines
 - 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
 - Ability to work within a virtual team
 - Fast learner, motivated, versatile
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会社説明