

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

募集職種

採用企業名
Welocalize Japan 株式会社

求人ID
1611592

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 ~ 600万円

勤務時間
8 hours Mon-Fir, with flex hours

更新日
2026年10月29日 00:00

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
ビジネス会話レベル

日本語レベル
無し

その他言語
韓国語 - ネイティブレベル

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 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

スキル・資格

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

会社説明