



Interpreter & Translator in famous foreign consulting firm

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1379748

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Temp to Perm

Location

Tokyo - 23 Wards, Minato-ku

Salary

6 million yen ~ 10 million yen

Refreshed

July 11th, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English Only)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

target starting date ASAP

Position Title: Interpreter/Translator

Practice / Domain: Translation team

Position Type: 契約社員 or 紹介予定派遣 or 長期派遣

Remarks After the expiration, if the applicant and we agreed to continue to work here, they can renew the contract.

Expected overtime : 15-20 hours

Duties and Responsibilities:

- Work as an in-house interpreter to provide language support in assigned meetings with both simultaneous and sentence-by-sentence interpretation as required (J-E & E-J)
- Provide professional document translation service (J-E & E-J)
- Provide business-level proofreading service to check grammar, spelling and punctuation errors (J & E)
- Conduct necessary research to learn industry-specific terminology for given material
- Work as a member of the translation team, collaboratively with colleagues and under supervision of the manager while adapting to various needs at CG continuously
- Manage required tasks by using Microsoft Outlook, Word, Excel, PowerPoint, Teams etc. proficiently
- Complete tasks required for all employees i.e., timesheet, expense claim, training, etc.

Required Skills

1. Fluency in both Japanese and English, oral and written
2. Professional work experience as an interpreter or similar role with both simultaneous and sentence-by-sentence interpretation capability (J-E & E-J)
3. Professional work experience with document translation or similar task (J-E & E-J)
4. Excellent business-level proofreading skills with the ability to identify and correct grammar, spelling and punctuation errors (J & E)
5. Flexibility and adaptability to work as an in-house interpreter in various situations, both F2F & online, in a dynamic international environment
6. Sufficient skill level of Microsoft Outlook, Word, Excel, PowerPoint, Teams etc.
7. Ability to read given material and research industry-specific terminology

Preferred Qualifications

1. Experience as an in-house interpreter/translator
2. Experience and knowledge in IT field
3. Mental & physical toughness to enjoy working under pressure
4. Excellent interpersonal skills to work with colleagues and under manager
5. Multitasking skill to work on multiple assignments concurrently
6. Time management skill to meet delivery deadlines, attention to detail, and obsession with quality
7. Familiarity with translation applications
8. Official certification in Linguistics/Interpretation/Translation
9. Educational background of 4-year college degree or equivalent-

Company Description

エンワールドについて

エンワールドは、アジア太平洋地域3ヵ国を拠点に、グローバル人材に特化した、スペシャリスト・管理職のリクルーティングサービスを提供しています。また、海外拠点との連携によりクロスボーダーリクルートメントでグローバル企業のサポートも可能にします。

エンワールド・ジャパンについて

エンワールド・ジャパンは、外資系企業や、グローバルな視点を持つ日本企業を対象に、業界専任コンサルタントと職種専任コンサルタントとの二軸からのキャリアコンサルティングにより、きめ細かいマッチングを可能にします。

エンワールド・ジャパンは、金融、財務を専門分野とするウォールストリートアソシエイツとして1999年に設立されました。その後、多岐に渡る業界や職種においてサービスを展開、2010年にインターネットベースの採用ソリューションでは国内トップクラスである、エン・ジャパン株式会社のグループ会社となりました。

エンワールド・ジャパン株式会社

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About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 3 countries, we support global companies' recruitment needs through our Asia Pacific network.

About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.

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