



Native English Speaker Proofreader

Job Information

Hiring Company

[I T O H](#) Patent Attorney Corporation

Job ID

1491319

Industry

Other

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chiyoda Line, Nijubashimae Station

Salary

4 million yen ~ Negotiable, based on experience

Refreshed

April 4th, 2025 10:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

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

Required Skills

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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