



## 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

5 million yen ~ Negotiable, based on experience

#### Refreshed

December 20th, 2024 02:00

### 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

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## 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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