



Native English Proofreader

Job Information

Hiring Company

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

Job ID

624400

Industry

Other

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Yamanote Line, Tokyo Station

Salary

6 million yen ~ Negotiable, based on experience

Refreshed

July 29th, 2024 12:25

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 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

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.

Japanese Level: Not necessary, but welcome.

Must have a strong background and 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

Company Description

ITOH International Patent Office abides by its principle of maintaining an elite team of professionals even as we continue to grow. Our patent attorneys and technical specialists strive to provide top quality work, and our administrative staff endeavor to operate with accuracy and precision.

ITOH International Patent Office is based in Marunouchi, the heart of the Japanese business area, with a branch office in Washington D.C.

- Japanese Patent Applications for International Clients
- Japanese Patent Applications for Local Clients
- International Patent Applications
- Trial, Litigation, and Legal/Expert Opinion
- We Support Our Clients' Activities Thorough Our Timely Services