



Native English Speaker Proofreader

募集職種

採用企業名

弁理士法人 I T O H

求人ID

1491319

業種

その他

会社の種類

中小企業 (従業員300名以下)

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 千代田区

最寄駅

千代田線、 二重橋前駅

給与

400万円 ~ 経験考慮の上、応相談

更新日

2024年10月04日 11:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

日本語レベル

ビジネス会話レベル

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

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

スキル・資格

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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会社説明