



Translator at international law firm

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

採用企業名

Internatioanl law firm

求人ID

1527720

業種

法律事務所

会社の種類

中小企業 (従業員300名以下) - 外資系企業

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

給与

600万円 ~ 650万円

更新日

2025年04月02日 07:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

ネイティブ

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

Company: Morrison&Foerster

Working location: Tokyo station

Title: Translator

Work hours: 9:00-17:30 (we may request to change your work schedule from time to time as needed)

Background: Replacement

Qualifications: Native Japanese speaker. Excellent writing skills and an ability to understand advanced written Japanese and English. A minimum of 3 years professional translation experience is required with experience in legal or technical areas. Must be PC literate, highly detailed and possess strong interpersonal skills. Excellent teamwork in sharing, coordinating and cross-checking work is essential and candidate must be adept at meeting strict deadlines and working under pressure.

Responsibilities: Work will entail English to Japanese translation with some Japanese to English support, proofreading, research, and editing/cross-checking of colleagues' translations of a variety of legal and technical documents as well as marketing materials for both internal and external clients.

Basic monthly salary will be determined, taking into consideration, educational background, translation, legal background and translation test results.

Overtime allowance, meal allowance and bonus are paid according to our staff rules of employment. Bonus shall be payable twice a year. Standard amount of the bonus will be equal to two months of the basic salary respectively, however amount may be adjusted depending on several factors.

The annual salary will be determined based on the candidate's job history and skill set, with consideration for approximately 6 million yen.

The option to work from home will be available once a week, subject to the supervisor's approval.

The selection process will include one or two tests and interviews with at least five interviewers, excluding future colleagues.

会社説明