



## Native English Proofreader

### 募集職種

### 採用企業名

弁理士法人 I T O H

### 求人ID

624400

### 業種

その他

### 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, 千代田区

### 最寄駅

山手線、 東京駅

### 給与

600万円 ~ 経験考慮の上、応相談

### 更新日

2024年08月05日 00:00

### 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

無し

### 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 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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## スキル・資格

### **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

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## 会社説明

**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