

## Job Detail

Manager Level

Position Title	【マレーシア国籍の日本語スピーカーの方も積極採用中】 Japanese Translation Project Manager
Recruiter Company	Agensi Pekerjaan Asia Recruit Sdn Bhd
Company Name	Company name is private
Activated / Updated	2024-04-23 / 2024-04-23
Job Type	Executive - Other Education/Training/Language Specialist - Translator Creative (Media Related) - Creative (Game/Video/Audio)
Industry	Games
Location	Asia Malaysia Selangor
Job Description	<p>【Job Responsibilities】</p> <ul style="list-style-type: none"><li>• Gets to know all members of a team or project, including their strengths, weakness, and areas of expertise. Keeping in close contact with key project members and decision makers.</li><li>• Ensuring that relevant management information is captured and analyzed, track, analyze and communicate project risks and opportunities.</li><li>• Involved in Coordinating projects from inception to completion.</li><li>• Assigns various tasks to team members that relate to the completion of a specific project.</li><li>• Designs an overall schedule for a project and makes necessary adjustments if and when problems arise.</li><li>• Coaches or coordinating team members on how best to accomplish their goals.</li><li>• Motivates others and builds enthusiasm for a project by keeping focused on its main objectives and the rewards for completion.</li><li>• Keeps upper management in the loop by preparing project updates and presentations that showcase a project's value and status. Generally, are in tracking and reporting project progress &amp; result.</li><li>• Stays familiar with company's policies and goals and works to make sure that all members of a project team adhere to set standards.</li><li>• Resolving any budget queries that are raised, including timely communication if extra budget is needed and increase the potential for profits.</li><li>• Developing training and briefing material for staff, directing and participate in team's performance reviews.</li><li>• Directing Quality Assurance.</li><li>• Participates in educational opportunities to stay up to date on leadership techniques and industry standards.</li><li>• Reads professional publications to keep up with changes in the business world.</li><li>• To translate &amp; interpret work(s), documentation(s) such as brief(s), feedback(s), email(s) on related asset(s) from Japanese/English - English/Japanese in a timely manner.</li><li>• To cooperate with the production team on delivering the feedback(s) &amp; documented translation correctly.</li><li>• Provision of Japanese to English translation with high degree of accuracy and consistency.</li><li>• Required to handle large volume of translation work and complete the given task within the stipulated timeframe.</li><li>• Participate in meeting(s) and ensure smooth communication between client(s) and the company.</li><li>• Coordinate regularly with your supervisor and project team on translation work(s).</li><li>• To perform other dutie(s) as and when assigned and necessary.</li></ul>
Company Info	<p>長年に渡り世界中の大手ゲームブランドと提携し、共に数多くの人気タイトルの制作に携わってきました。</p> <p>現在では、高度な専門技術を持った、創造性、革新性、芸術性そしてデザイン性に溢れた300名のスタッフと共に、ゲーム業界の最先端の企業に成長しました。</p>
Working Hours	10:00 -19:00
	<ul style="list-style-type: none"><li>• At least 3 years working experience (holding managerial position in gaming/animation industry).</li><li>• Excellent understanding of production methodologies and best practices, with</li></ul>

Qualifications	<p>specific experience in linear, design, social, print and digital production.</p> <ul style="list-style-type: none"> <li>• Exceptional organizational &amp; communication skills.</li> <li>• Strong leadership and negotiation skills.</li> <li>• Able to work well under pressure.</li> <li>• Ability to manage many tasks concurrently.</li> <li>• Accurate, detail and deadline oriented.</li> <li>• Articulate, flexible, collaborative, and approachable.</li> <li>• Ability to assume accountability.</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	Depends on experience
Salary Description	<p>【Monthly Salary】 Up to MYR 7,000</p> <p>【ボーナス】 One a year (Depends on company performance and individual performance)</p> <p>【福利厚生】 - Medical Benefit</p>
Holiday Description	<p>Five-Day Workweek Paid Holidays Sick Leave</p>
Job Contract Period	Permanent