

## Job Detail

Staff Level

Position Title	▼Interpretation and Translation Coordinator▲(Full-time at client's premises)
Recruiter Company	SAKURA INTERNATIONAL INC. Arukas Staffing Service Project
Company Name	Company name is private
Activated / Updated	2024-04-11 / 2024-04-30
Job Type	Education/Training/Language Specialist - Translator Education/Training/Language Specialist - Interpreter Sales/AE - Other
Industry	Telecommunications/Information Services
Location	Asia Japan Tokyo
Job Description	<p>No experience necessary! You will be responsible for all in-house interpreting and translation coordinating duties at our client's (foreign life insurance company)!</p> <ul style="list-style-type: none"> <li>- Coordinating interpreting projects ordered by clients</li> </ul> <p>&lt;Interpretation-related duties&gt;</p> <ul style="list-style-type: none"> <li>- Accepting requests from the requesting department</li> <li>- Coordinating with in-house interpreters (shift creation, document coordination, etc.)</li> <li>- Coordinating with CGC headquarters</li> <li>- General other associated duties</li> </ul> <p>&lt;Translation-related duties&gt;</p> <ul style="list-style-type: none"> <li>- Accepting requests from the requesting department</li> <li>- Coordinating with in-house translators</li> <li>- Coordinating with CGC headquarters</li> </ul> <p>*After employment, you will receive training and orientation at Congress Global Communications Inc.'s Tokyo headquarters. After that, you will begin working at the client's location.</p>
Company Info	<p>This is a job in a beautiful foreign-affiliated office! You can also learn about the progress management of actual interpretation and translation work! If you are interested in becoming an interpretation and translation coordinator, why not gain practical experience through this job!</p> <p>[Recommended for the following people] Less overtime! People studying English are also welcome!</p> <p>The client is expected to work until around March 2025, but after that, they are expected to work at our Tokyo headquarters. This is recommended for people who want to distinguish between work and off, and who want to study something after leaving the office!</p> <p>Also, if you have returned from overseas and have little work experience in Japan, or if you are looking to return to work from maternity leave or childcare leave, please apply as there is little overtime and the office is convenient for commuting!</p>
Working Hours	9:00 - 18:00 (1 hour break)
Qualifications	<p>[MUST]</p> <ul style="list-style-type: none"> <li>◆Able to operate MS Office and be able to touch type</li> <li>◆Over 3 years of work experience (not necessarily for a Japanese company)</li> </ul> <p>[WANT]</p> <ul style="list-style-type: none"> <li>◆General office and sales office experience</li> <li>◆English proficiency</li> <li>◆Currently studying English</li> <li>◆Aiming to work as an interpreter or translator in the future</li> </ul> <p>*None of these are required.</p>
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3500K - JPY 4500K

Salary Description	<p>[Monthly salary]</p> <p>260,000 yen to 318,000 yen</p> <p>[Breakdown]</p> <p>Basic salary: 230,000 yen to 268,000 yen</p> <p>Monthly fixed allowance: Special allowance 30,000 yen to 50,000 yen</p> <p>*Overtime is low, but overtime will occur during periods when there are many business travelers.</p> <p>*Will be determined based on experience and ability.</p> <ul style="list-style-type: none"> <li>• Transportation expenses paid separately</li> <li>• Overtime allowance: Overtime pay for work exceeding 8 hours of actual work per day will be paid separately.</li> </ul> <p>Full social insurance (employment, industrial accident, health, welfare pension)</p> <p>Transportation expenses paid</p> <p>TOEIC exam fees paid in full up to 4 times a year</p> <p>Support system for obtaining qualifications available</p>
Holiday Description	<p>2 days off per week (Saturday and Sunday)</p> <p>Holidays</p> <p>Year-end and New Year holidays follow the client's rules</p> <p>Paid leave (in accordance with the Labor Standards Act, 10 to 20 days after the 7th month of employment)</p> <p>Special leave</p> <p>Childcare leave</p> <p>Nursing care leave</p>
Job Contract Period	Full-time employment (3-6 months) However, conditions will not change during the trial period.
Nearest Station	Chiyoda ward, Tokyo