

Translator/Purchasing Agent for Japanese Supplier Material and Design Solutions LLC.

Job brief

We are looking for a Translator to interpret written pieces in Japanese, making sure to maintain their original meaning, format, and tone.

Translator responsibilities include reading, writing, and thoroughly understanding the context of given material. To be successful in this role, you should have a keen eye for detail and be fluent in English and Japanese. Ultimately, you will provide ready-to-use translated content that meets our needs and helps with communication to Japanese suppliers. Location is Houston, Texas (Jersey Village)

Annual pay ranges from \$50,000-\$70,000

Responsibilities

- Read given material and research industry-specific terminology.
- Convert text from Japanese to English and from English to Japanese.
- Ensure translated content conveys original meaning and tone.
- Prepare subtitles for presentations.

- Follow up with internal team members and clients to ensure translation meets their needs.

Skills

- Work experience as a Translator, Interpreter or similar role
- Fluency in Japanese and English
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors in both Languages.
- Good knowledge of content editing tools
- Time-management skills