

Job Description

Job Title: Senior Translator/Project Manager

Source Language(s): Dutch and/or German

Target Language: British English

Job Function: To translate texts on various subjects from the source language(s) into the target language.

To manage projects from launch to handover and provide the required pre- and post-sales support. Such projects may not necessarily involve any of the source or target languages.

To proof-read text translated by other in-house and freelance translators prior to delivery to the client.

To liaise with clients, other in-house and freelance translators with regard to project planning and work scheduling. The employee may be required to visit client premises in the UK and abroad and take part in meetings, presentations, etc.

To carry out research activities to gain a better understanding of the nature of the text he/she is translating at any time. This will typically involve desk research and use of the internet, in which the employee will be expected to be able to locate quickly and utilize material relating to the subject matter being translated.

To participate in DTP/layout activities (not necessarily involving either the source or target languages) as requested by the client or as instructed by management. This may involve supervising other full-time or part-time staff or temporary workers.

To perform any other tasks as required by management to facilitate the smooth running of a small business (e.g. database work, administrative activities, etc.).

Qualifications Required: Although not mandatory, the qualifications for this job should include:

A degree in one of the source languages.

AND

Evidence of at least five year's exposure to one of the source languages (preferably as a resident of a country where a source language is the official language).

OR

A degree in a subject pertaining to the translation projects normally undertaken by the Company, e.g. electrical or mechanical engineering

AND

Evidence of at least five year's exposure to one of the source languages (preferably as a resident of a country where a source language is the official language).

AND

The employee will have successfully demonstrated his/her ability to the Company by translating a test piece of the Company's choosing from a source language into the target language.

AND

Membership of one of the professional institutions recognized by the Company, namely the Institute of Translation & Interpreting (ITI) or the Institute of Linguists (IOL) or their equivalents in other countries.

Experience/Skills Required: The employee may have worked in a similar position within another translation company or department.

Ideally, the employee will have previously worked in an industrial environment where he/she would have had some exposure to the industrial processes typically performed within that industry.

The employee will be able to demonstrate a fluid and lucid writing style using British English and also have strong written and verbal communication skills.

The employee will be able to demonstrate a sound knowledge of the source language(s), including the ability to comprehend source language text that is from a grammatical point of view (a) incorrect or (b) incomplete or (c) otherwise unclear. The employee will also be able to provide language advice and assistance to other staff or to the company's

clients.

The employee will be computer literate and will be expected to work unsupervised with standard software products such as Word, Excel, Outlook and web browsers. Expertise in the use of translation memory software, e.g. SDL-Trados, Transit, across, is essential.

The employee will have strong interpersonal skills with the ability to interact successfully with people from various backgrounds and cultures. He/she will be expected to help foster a positive and productive working environment in the office.

Training:

The Company will provide training opportunities as agreed with the employee with a view to developing the employee's skills and abilities. This may necessitate the employee spending some time away from home. The costs of such training courses will be borne by the Company, which will also pay the employee a reasonable level of expenses to cover travel, overnight accommodation and daily out-of-pocket expenses where appropriate.

Anticipated Results:

In a project manager role, the employee will be expected to demonstrate delivery to the client of high-quality documentation on time and within budget.

The employee will also be expected to produce translations that are acceptable to both management and the Company's clients. The employee will produce texts that require as little editing and correction as possible. When engaged solely on translation activities, the employee will be expected translate an average of 2,000 or more words per day.

The employee's work is expected to result in repeat orders from the client (or the client's clients).

Signed on behalf of the Company

Signed by the Employee

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Position:

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Date: