



# Example of Translation Specialist Job Description

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Our company is growing rapidly and is looking for a translation specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for translation specialist

- Maintain German glossaries, style guides and translation memories
- Liaise with ALA stakeholder community to understand user needs and requirements in developing tools and software solutions
- Manage end to end solution development involving other team members, internal and external stakeholders
- Develop information management frameworks that underpin solution development
- Contribute to the development of various learning material including wiki's, video and eLearning in support of enterprise collaboration platforms and solutions
- Prepare necessary reports to keep product development and achievements visible
- Contribute to the continuous improvement of service delivery
- A degree in Science and/or equivalent experience
- Excellent communication and engagement skills, including providing advice to team members, management and clients, and engaging with stakeholders
- Demonstrated ability to apply business analysis tools or other techniques to identify issues and develop solutions/ ideas

## Qualifications for translation specialist

- Broad understanding of health care data's potential for research and health

- You ideally have a Degree in Translation/Linguistics/Computational linguistics or equivalent relevant experience
- English and Spanish language fluency required (written and spoken)
- Proficient in MS Office applications including Excel, Word, PowerPoint
- Native speaker of German