



# Example of Translation Specialist Job Description

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Our company is hiring for a translation specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for translation specialist

- Demonstrated ability to identify, engage and build sustaining communities across a variety of disciplines and institutions
- Background in biodiversity, environmental, genomic or biophysical spatial or related science
- Translate, upload and publish communications and knowledge management content
- Support the rollout of strategic programs to frontline call centre agent and retail stores by publishing content to internal tools in a timely manner
- Adhere to internal quality standards for written French content, and identify content issues with English content, as they arise
- Develop strong working relationships with our content owners to deliver content in a timely manner
- On a rotational basis, liaise with secondary translation team to manage content translations for our internal tool
- Review, edit and publish received French translation from secondary translation team
- Conduct regular channel visits to maintain awareness of the end-user experience
- Shift work and some scheduled weekend on-call hours required

## Qualifications for translation specialist

- Additional responsibilities include, content auditing and validation ad-hoc

- Strong organizational skills with strong attention to detail, along with excellent French written communication abilities to ensure that complex ideas can be presented to front-line audiences in a simple and effective manner
- Ability to work effectively both independently and in a group environment to support your broader team
- Ability to work in an extremely fast-paced environment, requiring juggling of multiple immediate priority responses
- Experience with HTML is an asset