



Example of Translation Specialist Job Description

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Our innovative and growing company 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

- Develop working knowledge of program subject matter and maintain reference materials to support translation and interpretation processes
- Develop and manage the company's translation supplier network
- Develop suggestions and recommended solutions to a variety of problems of moderate scope and complexity
- The position may require around 50%-75% of time for business travel
- The Bilingual Quality Assurance Specialist will primarily focus on reviewing materials translated into Spanish
- Manage multiple review projects while consistently meeting tight deadlines and quick turnaround times
- Assist in the review of communication materials, in multiple languages and formats, used to support the sale and member experience of UnitedHealthcare businesses' products and services
- Collaborate with project managers to produce error-free translated documents and ensure that the quality of materials is up to par with enterprise standards and industry regulations
- Support project managers with multicultural material requests
- Other duties as assigned

Qualifications for translation specialist

- Native speaker of Arabic

- Technical Degree in related field preferred
- Experience in translation services (3-5 years)
- Experience in working in a global organization and / or shared service organization