



Example of Translation Specialist Job Description

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Our company is growing rapidly and is looking for a translation specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for translation specialist

- Revision of documents translated from English into Spanish
- Selecting and mentoring external Spanish translators
- Assess the translations landscape for web content, including product data, for our life science websites
- Assume responsibility for coordinating production of translated website content for our public websites
- Contribute to building the translation program that meets the long term translation needs for product data and content (regulatory, marketing)
- Help to define and improve translation processes from source data systems and translation tools
- Maintain current product data translations in existing tools/systems
- Create and maintain Spanish glossaries, style guides and translation memories
- Proofreading, Editing and Review of all translations received from the translation teams
- Correct terminology, grammatical errors and check for consistency with style guides

Qualifications for translation specialist

- Native Level greek and english language skills
- Degree in Translation/Linguistics/Journalism/Computational linguistics or

- Writing, editing, authoring experience
- University level (BA/MA) or equivalent 3 years degree (preferably in Finance and Accounting)
- Previous (1 -2 years) relevant experience in accounting