



# Example of Translation Specialist Job Description

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Our growing company is looking for a translation specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for translation specialist

- Perform review jobs in a proactive manner and deliver high-quality results
- Manage translatable content in Stibo STEP (PIM) for Product Data and Asana / Google Docs / WPML Plugin for Marketing
- Cleanse data in PIM when necessary to ensure quality, correctness of translations and to reduce translation costs
- Run reports to collect products for translation
- Generate XML files for translation into 10 languages (from source language English)
- Run analysis to check word count and translatable content, removing anomalies and errors before submitting files to translation agency
- Import XML files into PIM system, following manual quality check process and correcting issues where translated content cannot be imported automatically
- Ensure strict data protocols are being adhered to and make necessary corrections in English (including nomenclature, grammar, formats)
- Ensure marketing content is proofread as per internal process
- Maintain good relationships with translation agency, internal stakeholders for marketing content, such as campaign managers, the marketing operations team and designated proofreaders

## Qualifications for translation specialist

- Experience in working in service industry in a customer-focused environment
- Diligence and attention to details essential
- Strong organization skills in order to meet tight deadlines and organize heavy

- Bachelor's degree and major in Translation or English from an accredited university
- More than 8 years of translation work experience and at least 5 in the aviation manufacturing industry is preferred