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# Example of Language Job Description

Our company is looking to fill the role of language. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for language

* Lead annotation efforts to test and solidify new representations
* Provide day-to-day coordination of Japanese data collection efforts, including planning, scheduling, and reporting
* Grad School, and Production assessment scores
* Interface with translation vendors and engage with all internal key stakeholders to maintain throughput of translations to final approved copy, posted online or printed
* Coordinate with translators, project managers and product specialists to answer queries and provide clarification to ensure accuracy and consistency
* Drive internal domain expert reviewers to “pull through” target content in Chinese by keeping up with the ongoing flow of documents and projects
* Augment internal reviewers with required domain experts who may be external contractors or partner distributors helping with translation
* Report monthly on the translation funnel tracking and keep projects moving by facilitating vendor translation resources engaged in Chinese projects working with Chinese-speaking reviewers
* Build and maintain a robust network of domain expert reviewers to ensure capacity to handle expected volumes across a diverse portfolio and range of topics
* Continuously look for process improvements and recommend ways to fill any gaps or address bottlenecks in content flow

## Qualifications for language

* Bilingual Extension - Spanish
* New York State Licensed Speech Language Pathologist
* Experience in Adult Care and Pediatrics
* BA/BS Degree preferred, AA/AS Degree required
* Minimum of 2 years assigned as a Command-level or INSCOM Major Subordinate Command CLPM
* Long hours possible (extended work-days and work-weeks)