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# Example of Language Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of language. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for language

* Create localized content for the Vietnam market
* Provide translations from English into Vietnamese for website copy, app copy and promotional materials, including newsletters, to appeal to the Vietnam market
* Assist with localization projects in cooperation with other language teams and departments, such as language-based research and data collection and analysis designed to optimize the effectiveness of the website and the service offered to Vietnamese customers
* Schedule unit personnel for refresher and continuity language development courses
* Maintain tracking records for tests and scores, initial and sustainment language development courses
* Gather and validate all advisor proficiency data, remediation status, disqualification/waiver data, and career field/skill level information and forward as directed
* Coordinate Foreign Language Proficiency Pay (FLPP) for squadron advisors through the TCO
* Manage the Command’s Remedial Language Development Plan (RLDP) in coordination with DOI Flight for non-certified and de-certified personnel
* Create and manage process to evaluate effectiveness of development plans for language-enabled personnel
* Participate in the Command Language Program Council (CLPC) and provide CLP updates to the squadron leadership at least quarterly

## Qualifications for language

* Knowledge of web publishing and content management systems is a plus
* Working knowledge of translation technology is a plus
* Own the quality of dedicated account(s) or projects
* Known for having an inquisitive nature excellent record keeping and time management abilities
* Native Romanian speaker, accompanied by excellent knowledge of English
* Experience in translating and/or writing attractive, localized website copy for the Romanian market