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# Example of Translation Job Description

Our growing company is searching for experienced candidates for the position of translation. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for translation

* Create content for the website
* Assist with editing articles and other materials as required
* Assist with teaching materials and web content
* Ensure a presence in the Language Resource Centre, which will entail assisting clients and organizing Resource Centre materials
* A background/qualification in languages, linguistics, or project management is preferred
* Translates into French documents drafted in of the other official languages of the United Nations (Arabic, Chinese, English, French and Spanish), for training and other purposes and subject to revision
* Performs other related duties as required, including terminological work, creation of translation memories and participation in other special projects
* Support the Translations Manager in her daily work managing an efficient translation process, maintaining both high quality and fast turnaround times
* Liaise with other teams in the department regarding their translation needs
* Solicit and collate feedback from country teams and share this with the translation agency

## Qualifications for translation

* Excellent organizational skills, particularly in the areas of project management and complex file management
* Familiarity with HTML, XML, Notepad++, Adobe FrameMaker, and/or a digital component content management system is a plus
* Manage several research projects concurrently while ensuring that each is smoothly executed on budget and on schedule
* Work with internal and external operational teams to ensure excellent translation is collected and applied
* Be comfortable in data entry systems (Excel and a third party vendor “translation entry system” – training will be provided)
* Be comfortable conversing with clients and translation suppliers