Downloaded from <https://www.velvetjobs.com/job-descriptions/translation>

# Example of Translation Job Description

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

## Responsibilities for translation

* Utilize a technical translation database and translation memory software suite with established key terms to improve consistency of translations
* Execute the translation validation process with language validators across the various technical disciplines to ensure timely and accurate completion of the content
* During translation of English content, report any grammatical or spelling issues found back to the appropriate technical writer for correction prior to sending to our translation contractors of other languages across the globe
* Collaborate and contribute ideas with the other translators to achieve the best possible efficiency and quality through a well-aligned team environment
* Interface with Global Network Leaders and other subject matter experts to understand the technical nature of documents, to best ensure quality translation of the content
* Partner with technical writers to publish translated versions of English documents within a specified timeframe, to meet the expectations of the business
* Collaborate with other functional leads across GTO and corporate to assist with language translations of fundamentals and non-fundamentals related content as required
* Report on weekly progress of translations and key achievements
* Management of translation projects
* Pre translation analysis of texts, cost and deadline negotiation

## Qualifications for translation

* Multilingual (any language other than English)
* Previous experience working on data protection services a plus
* Ability to work under pressure of tight deadlines, heavy workloads and high client and management expectations
* Multicultural with fluent English, 2-Kyu Japanese and other languages such as Mandarin, Chinese, French highly preferred
* BS degree with eight (8) to ten (10) years of related experience or graduate level degree with six (6) to eight (8) years of experience
* MBA or MS from an accredited institution preferred