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# Example of Translator Job Description

Our innovative and growing company is searching for experienced candidates for the position of translator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for translator

* Review of work of other in-house and external translators
* Understanding and following the specific processes of each client
* Producing quality translations within given deadlines
* Using the translation tools
* Linguistic checking of Desktop Publishing output
* Linguistic testing of software, help and websites, if necessary
* Proofreading of documents, if necessary
* Acting as Lead translator to ensure a better communication and planning of the linguistic aspects of one or several accounts
* Providing full linguistic support for your colleagues
* Using the timesheet and work scheduling systems efficiently

## Qualifications for translator

* Minimum of 3 years experience in fashion product copywriting and translating
* Translate assigned texts (e.g., NACCC leadership messages, employee newsletter, learning materials, contingency communications, ) from English to French, and sometimes from French to English, in a timely and accurate manner, maintaining quality standards
* Ensure that translations match the meaning and intentions of original texts and meet the NACCC business and people needs of the assignment, while maintaining alignment with Bank standardized terminology
* Monitor and manage communication and translation requests in a responsive manner, via the currently accepted methodology
* Support the coordination of various employee communications vehicles and events, such as employee newsletter, online forums, recognition and reward programs, leadership and employee events, galas, , in order to promote employee engagement and positively reinforce the NACCC’s culture and its adherence to corporate values
* Ability to work with a team and to adapt to different processes, terminology and communication styles