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# Example of Translator Job Description

Our company is growing rapidly and is hiring for a translator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for translator

* Translation, Review and all translation related tasks
* Planning and managing translation projects
* Providing full linguistic support for project managers on projects
* Translation of Life Sciences and IT texts
* Review of in-house and external translators’ work
* Liaising with client reviewers on linguistic issues
* Using translation tools to enhance quality and productivity
* Linguistic testing of software, help and websites
* Linguistic checking of DTP output
* Linguistic support for graphics, DTP and engineering departments

## Qualifications for translator

* Ability to integrate information standards, processes, systems and technology to enable the exchange of information among providers and users in order to support the management objectives of the group
* Ability to work management thinking into messages which can then be efficiently distributed via communication channels
* Native speaker of the language
* Located in an office environment with standard lighting and ventilation
* Solid knowledge of translation techniques and practices acquired through university accreditation (Certificate or Bachelor specialized in translation)
* Able to produce accurate, creative content in a timely fashion