



Job Description

Position: Translation Specialist, November 2012

Scope of Job:

Under the direction of the Project Management Team Lead translate, review and proofread computer Software, Help, Documentation products and subsequent releases, as well as packaging & marketing material from English into native language.

Relationships:

- Directly responsible to the Project Management Team Lead.
- Reporting to Project Management Team Lead for definition of training objectives and regular progress review.
- Functional liaison with Project Managers, Engineering, DTP and QA staff.
- Functional liaison with freelance translators and vendors.
- Functional liaison with client review contacts and/or contact groups.

Finance:

- Not applicable

Position responsibility:

- Get familiar with project contents prior to start translating: product information, assist demos, SW auto-training.
- Software: Translate, review, perform language test in running program and proofread/enter proofreader's corrections, (implement local review comments).
- Help and Documentation: Translate and review, verify text against running software, proofread/enter proofreader's corrections, (implement local review comments), check screen dumps, illustrations and hyphenation, functional help/HTML testing.
- Enter questions in the question file/client database and implement client answers in files.
- Maintain terminology databases and translation memories.
- Create projects wrap-up reports.
- As project lead, co-ordinate and communicate relevant project information/instructions between language group members (both internal and external), other project leads, Project Management, DTP and Engineering (free-lancers).
- In downtime periods: review and structure past project information for future use, keep up-to-date with technical and linguistic developments (read industry publications, web research...), help other language groups or departments with functional tasks.
- Every 3 months, review last performance goals and objectives results with Project Management Team Lead and set medium/long-term expectations.

Language Coordinator:

- Evaluate reliability of source translation memory and reference material
- Create, translate and maintain client or project glossaries/consistency files.
- Project file alignments, creation of TMs and translation memory cleanup.
- In case of unclear/incomplete client answers, make terminology decisions with other translators for input in final files.
- Review junior translators' files, assist junior translators on specific client/language processes and provide input on quality and process integration to Project Management Team Lead.
- Brainstorm regularly with Project Management Team Lead on any processes potentially impacting translation quality and-make suggestions for continuous improvement.
- Interviewing and/or assessing new candidates to free-lance/in-house translator's position.
- Evaluation of freelancers and translation vendors on quality, overall performance and communication.
- Advise for PMs on most suitable translators for a specific project.
- Coordinate team of /lead translators working on bigger projects
- Review work of freelance translators and vendors on bigger projects

Communication:

- Attend kick-off and participate in project meetings.
- Report project issues effectively and timely to other project members (PMs, Engineers, DTP)
- Report to Project Management Team Lead general process and individual-related issues.
- Actively suggest actions to Project Management Team Lead towards process improvement or cooperate on enquiries/forms from Project Management Team Lead towards process improvement.
- Regular meetings with Project Management Team Lead on personal training objectives and progress results.

Specialism:

- Excellent linguistic skills in English and native language.
- Work as team member to ensure each project is finished as scheduled and according to the highest possible technical/linguistic standards.
- Relate linguistic and quality issues (Vs time, client or general process constraints) to other production groups and Project Management Team Lead.
- Use effectively translation and terminology management tools.
- Cooperate with Project Management Team Lead towards general translation process improvement and future resource deployment (when required).

Supervision:

- Not applicable