



## Job description

**Position:** Localization Engineer, November 2012

**Group:** Localization Engineering Department

### Scope of job:

The Localization Engineer completes the engineering steps required in a localization project. Project deliverables range from software to help, docs, websites and others. Project tasks include evaluation, preparation, compilation, resizing, testing, delivery and back up of the project files.

### Position relationships:

- The Localization Engineer is reporting directly to the Localization Engineering Team Lead.
- Functional liaison with the Project Management, DTP and Quotes departments.

### Position responsibilities:

- Evaluate and prepare project deliverables (software, help, docs, websites and others) for translation following set quality standards. This process typically includes the use of CAT tools as well as writing instructions for translators.
- Resize, format, test, deliver and back up the project deliverables following set quality standards. Testing typically includes filling out a bug report.
- Complete own projects on time and in line with quality standards.
- Provide daily feedback to the Engineering Team Lead on project tasks status.
- Manage Translation Memories.
- Coordinate, support and QA projects outsourced to external engineering resources.
- Support towards colleagues in other departments or freelance translators on CAT tools.

### Position requirements:

- Computer experience preferably in the translation/localization industry
- Understanding of localization engineering processes and tools
- Experience with recent Windows operating systems. Macintosh or Linux operating systems knowledge is a plus
- Scripting experience is a plus
- Enthusiastic, organized, flexible and attention to detail
- Good communication skills
- Fluent in English