



LANGUAGE INSIGHT

Transcription | Translation | Interpreting

Junior Translator

Reviewed by: Judy Clayton-Ponde

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Date of Creation: 27 May 2014

**Job Title:**

Junior Translator

Salary:

Competitive

Department:

Translation

Reports to:

Translation Lead

Role:

Support your language team, maintaining high quality standards and ensuring deadlines are met. Areas of expertise will include Market Research, Healthcare, Legal, Finance, Entertainment, Retail, among others.

Training will be provided by a member of the team in all areas relevant to the business and your role within the team. You will receive feedback and progression reviews.

Responsibilities:

The responsibilities of your job description encompass:

Transcription

- Performing full proof-reads on files completed by our freelance transcribers
- Performing spot-checks on files completed by our freelance transcribers
- Meeting deadlines and quality standards, raising any issue in due time

Translation

- Translating documents, working towards higher lengths and difficulties (quantitative and qualitative Market Research screeners, questionnaires/discussion guides and stimuli/profiles; reports; presentations; etc.) from English into your native language
- Translating open ends and other types of responses from your native language into English
- Depending on performance, you may be trained for Translation QA
- Meeting deadlines and quality standards, raising any issue in due time

Online Services

- Completing an overlay in your language, working towards any language, in both XML and Xlate formats, understanding basic technical difficulties and being able to report issues
- Completing native link checks, using Conformat and Xlates, understanding basic technical difficulties and being able to report issues

Required experience



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- Evidence of Translation skills (degree in Translation, previous experience)
- Effectively working within a team
- MS Office applications (Excel, Word, PowerPoint, Outlook) and CAT tools

Contact Recruitment Manager : judy.clayton-ponde@languageinsight.com