

Translation Expert (future management role opportunity) Job Description

General Summary:

Document translation ; Document editing and drafting; Other relative work support.

Core Functions:

Support the work above in an organised and timely fashion, which is consistent with the operating practices of the business.

Detail of Functions:

- Translation and Proof reading, Document translation English to Chinese, Chinese to English;
- Documents editing in accordance to the company's request and standard process; Ensure the quality and quantity of work are met on a daily basis;
- Being supportive and cooperative with other departments according to the instructions from the superior level.
- Access to potential management role and the work scope includes Translation quality control; Training for translators; Client work allocation to translators (in house and outsource); Translators day to day performance monitoring, running and reporting; Improvement of translators programme implementation; Translators testing & evaluation implementation and filing; Responding to clients complaints under General Manager's instruction;

Reporting:

Reports directly to General Manager.

Skills and Qualifications:

- Bachelor's Degree or Master's Degree in translation, with at least 5 years of professional translation experience;
- Holder of Certificate of English Translator Level II is preferable;
- Excellent at reading, written English and Chinese, good at spoken English and Chinese;
- Rich experience in financial and legal sectors and familiar with the writing style and terminologies;
- Chinese with overseas background (study/work) is preferable, excellent communication skills with native speakers;
- Proficient in Computer, MS Office skills and professional translation and formatting tools such as Trados;
- Strong leadership, logical thinking and a clear communicator;
- Great organization and execution skills;
- Great sense of responsibility;
- Strong work ethic, punctuality, accuracy and efficiency;
- Client-orientated;
- Ability of working independently;



- Understanding of multi-culture in a business sense;
- Must be able to follow written procedures and standard business practices;
- Must be able to follow request and instructions from the superior level;
- Dedicated and hard working personality.

Visit our website at: www.nihaoglobal.com

Location of work: Wanda Plaza (Dawanglu)

Salary Arrangement: Monthly RMB12,000-16,000 (up to the candidate's ability)

Please send your resume to hr@nihaoglobal.com or call +86 (0)10 5960 5289-815 if you have any inquiries.