



CHINESE TRANSLATOR

Professional Description:

The Chinese Translator directly reports to the General Manager or Marketing Manager and is responsible for support of the office of communications by being able to read, comprehend and translate Chinese words and ideas into another language while retaining the core ideas and information from the original texts.

Essential Duties and Responsibilities:

- Provides both simultaneous and consecutive interpretation support
- Translates Chinese intermediate to advanced level printed materials including technical manuals and Chinese foreign language periodicals into good grammatical English
- Transcribes and translates Chinese foreign language audio files into good grammatical English
- Prepares and updates databases of translated source Chinese material
- Scans intercepted data and determines as pertinent or non-pertinent to mission requirements
- Participates in analytical meetings or conferences when applicable
- Provides quality control of junior linguist transcribed and translated Chinese material

Educational and Qualifying Experience, Abilities, Skills, Licenses, Credentials:

- Non-native Linguist - Requires a bachelor's degree or equivalent and five years of relevant experience
- Native Linguist - Requires native level skills and five years of experience
- Must have a solid understanding of computers with experience in the application and use of Apple (Mac)
- Excellent oral and written communication skills.
- Give attention to detail.
- Interpersonal skills using tact, patience and courtesy.