

Native ES>EN Trainee Translator/Project Manager Vacancy

Ofilingua is looking to recruit a full-time native es>en trainee in-house translator and project manager at its offices in Granada.

Job description

- Translation and revision of texts in a variety of fields (legal, tourism, academic, etc.)
- Working with CAT tools (SDL Trados)
- Maintaining and updating translation memories and glossaries
- Project management
- Liaising with internal departments and external clients
- Digital conversion/OCR of paper documents and layout in Microsoft Word

Job requirements and skills:

- Native English, with degree-level Spanish. Another language would be an asset
- University level education - Translation degree/masters preferred. To benefit from the Traineeship (Contrato en Prácticas) it is essential to have either completed studies within the last five years or be under 30 years of age.
- Previous experience in a similar position desirable but not essential
- Excellent written English
- Ability to work well independently and as part of a team
- Good organisational skills
- Ability to work to tight deadlines under pressure
- Meticulous attention to detail
- Interest in a variety of fields (legal, tourism, technical...)
- Good computer skills. SDL Trados is an asset but not required as training will be given.
- Layout skills desirable (OCR/text digitisation)
- Desire to live and work in Granada, Spain.
- Willingness to learn on the job

Interviews:

Interviews will be in both English and Spanish over Skype.

How to apply:

Send a CV and cover letter for the attention of Adam Cundy - acundy@ofilingua.com

About Ofilingua

Based in the historic city of Granada, Ofilingua is a company specialising in translation and interpreting which has been providing high quality services to a wide range of national and international clients for over 25 years.

Our website:

<http://www.ofilingua.com>

About Granada

- Alhambra Palace
- Excellent gastronomic and cultural offer
- 45 minutes from the Sierra Nevada Mountains and Ski Resort
- 45 minutes from the Costa Tropical
- 3 hr direct flights Granada-Gatwick
- 1.5 hours from Málaga Airport
- Average 2935 hours of sunlight per year




Ofilingua