

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV441

Company Name: TransPerfect Translations, S.L.

Company Type: Private



Job Position/Title:	Translator	Academic Major:	Translation Studies
Salary Range:	Competitive Package	Years of Experience:	fresh graduates or 1 year of experience
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Any Nationality	Gender:	Both
Job Description:	- Specialized in tourism / travel / marketing field - Full-time in-house position in our Dubai office - Translate and proofread various types of documents (based on subject matter expertise) - Ensure translated documents mirror the original source document - Edit documents, specific to tourism / travel / marketing area - Efficiently maintains formal disciplined operations procedures across a variety of client projects - Track project-specific non-conformances and resolutions - Personally perform project QA steps - Assist with making new department processes while improving on existing ones		
Minimum Qualifications:	- Bachelor's degree - Must be Arabic native from United Arab Emirates or resident - Based in Dubai or willing to relocate - Arabic native speaker - Must have excellent communication (written and verbal) skills in English, and good command of another source language (source languages for translation should be clearly specified in the application) - Prior translation / proofreading experience (references need to be indicated) - Translation expertise in tourism / travel / marketing field - Acute attention to detail, spelling and grammar - Ability to support multiple projects - Experience coordinating assignment of resources - Ability to maintain professionalism in all situations, especially under tight deadlines - Use and knowledge of Computer Assisted Translation Tools (i.e. Wordfast) - Flexibility to adapt to changing priorities		
No. of Positions Required:	5		
Job Close Date:	30-01-2014		

To Apply, UAEU Graduates/Alumni should send their CVs to:
dibrahim@transperfect.com

