



HISPANIC CENTER

of western michigan

Freelance Translator

Position

A freelance translator will translate a variety of different documents from English to another language and vice versa. Communication, language proficiency and proofreading skills are necessary in order to ensure that translations are accurate and complete. Translators must also have excellent scheduling and planning skills, as they may be asked to work on multiple projects (each with different timeframes) at a time. Formatting and computer skills are also crucial, and proficiency in Microsoft Word, PDF Editing, and other programs is required.

Responsibilities

- Review and accept offered translations projects
- Accurately and efficiently translate documents with consideration in mind for audience, advanced terminology, and timeframe
- Communicate with the Translations Coordinator regarding projects as needed
- Create and turn in detailed invoices per the pay period calendar

Required Qualifications

- Fluent in English and at least one other language
- Excellent proofreading skills
- Experience with formatting and editing
- Microsoft Suite experience (Word, PowerPoint, Excel, Etc.)
- Great communication skills
- Grammar and Written Language Skills
- Time Management and Prioritization Skills – Ability to manage multiple projects at once

Desired Qualifications

- More than 1 year of experience in translation
- Experience working with PDF format (Adobe, InDesign)
- Experience with video dubbing and/or audio transcription
- ATA Certification