

## JOB DESCRIPTION

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We are looking for an experienced “Qualitätsprüfer für Medizinische Übersetzungen” (medical reports translator and reviewer) to join our German language team. You will be responsible for the Language Quality Assurance (LQA) of translations completed by translation vendors. This is a great opportunity for someone with native fluency in English and German combined with a solid experience in healthcare and/or medical translation.

This is a permanent position with the ability to work from home/remotely (30 hours per week).

### Key responsibilities include:

- Perform LQA of translations completed by translation vendors. This involves reviewing randomly selected translations of medical reports for accuracy and completeness with a particular focus on clinical quality. You will complete an internal LQA template with detailed feedback, identifying error categories, scoring the selected translations, and providing feedback to the translation vendors.
- Translate medical documents (mainly **German** into **English** or vice versa in case of an internal translation request) as/when needed.
- Monitor translation vendors’ quality performance and trends and collaborate with the Translations Vendor Manager to ensure that the translation vendors meet or exceed quality targets. Work with translation vendor partners to drive root-cause analysis, improvement action plans, and continuous quality improvement. Identify and recommend improvements in process to minimize or remove errors.
- Work with the Quality Management team as needed to assist with investigating potential quality incidents reported by the client for the translation deliverables.
- Create and maintain glossaries of medical terminology (German ⇄ US English). Collaborate with in-country medical staff to review and maintain glossaries. Share glossaries with translation vendors and ensure consistent utilization of said glossaries by the translation vendor via the auditing and review processes.
- Create and maintain linguistic style guides for translation vendors to follow. Ensure compliance with style guide instructions via the auditing and reviewing processes.
- Communicating with stakeholders daily, using communication platforms such as MS Teams.

### Your profile:

#### Required:

- Native fluency in both German and English to render translations from one language to the other.
- English and German (mother tongue in one language, with at least C2 level command in the other language).
- Expertise in medical and clinical terminology, and in translating medical records (visit notes, discharge reports, lab reports, findings reports, etc.).
- 5+ years of medical translation experience, especially in translating medical records.
- 2+ years of translation proofreading/reviewing experience with a knowledge of the language quality assurance tools (scorecards).
- Bachelor’s degree in translations, linguistics, language studies, or related field, or country-specific certification / degree in translations, linguistics, language studies or related field.
- Expertise in using MS Office Suite, including MS Teams.
- Experience in using CAT tools (preferably RWS Trados Studio, MultiTerm) and OCR software such as ABBYY FineReader.
- General tech savviness, i.e., feeling comfortable and at ease in using communication platforms such as MS Teams and other software products.

Preferred:

- Candidates with a medical background (nurses, physical therapists, mid-wives, physicians, etc.).
- Work experience in the healthcare sector is a significant plus.

Please use the following links to apply via our website:

For candidates based in Europe:

<https://careers.internationalsos.com/job-invite/41509/>

For candidates based in the US:

[https://careers.internationalsos.com/IntISOS\\_Americas/job/Translations-Clinical-Quality-Auditor-German/957023800/](https://careers.internationalsos.com/IntISOS_Americas/job/Translations-Clinical-Quality-Auditor-German/957023800/)

We look forward to receiving your applications!