

Mondex Corporation is currently seeking a full time **Certified German-French-English Translator**, to support its national and international team of historians, researchers and legal experts. For further information about the work performed worldwide by Mondex, visit our website at www.mondexcorp.com.

The **Certified Translator** would work closely with our team, translating a variety of documents ranging from historical, to legal, to correspondence, from German to French and/or English, French to German and/or English and English to German and/or French.

Responsibilities:

- Ensure high quality translation with no grammar and spelling mistakes;
- Provide accurate and timely translation;
- Translate written documents, such as variety of historical documents, articles, website content, presentations, letters, reports, emails, legal documents, and other;
- Translate calls, videos and recorded materials;
- Maintain the content, context and style of the original materials;
- Ensure cultural sensitivity and accuracy in all translations;
- Always maintain confidentiality and professionalism;
- Prioritize and track translation projects while complying with internal translation processes;
- Conduct quality checks by proofreading/reviewing linguistic work from peers and other external translators to ensure adherence to customer's and company's quality standards;
- Provide feedback and linguistic coaching to your peers and engage in quality improvement initiatives when needed;
- Monitor external translation quality progress, investigate quality variations and develop and implement measures to drive quality improvement in collaboration with other internal teams;
- Coordinate communications between external translators, revisers, team members, legal teams and clients;

Required Skills:

- Degree holder and extensive experience in Translation / Language / Communication or related disciplines;
- Excellent verbal and written communication skills in all 3 languages;
- Strong knowledge of grammar, vocabulary, and syntax in all 3 languages;
- Strong analytical, writing and editorial skills;
- Familiarity with legal terminology;
- Strong ability to resolve problems encountered during research, translation and revision;
- Ability to use translation tools and standard office software;
- Ability to work independently as well as cooperatively with others in a team environment and meet deadlines;

- Experience in reading handwriting, certification in palaeography preferred;
- Ability to read Sütterlin;

Preferred Skills:

- Additional language(s);
- Previous experience in proofreading or post-editing of machine-translated content is a great advantage;
- Interest in and/or experience with work involving historic artwork, or cultural collections;

Compensation for the position will be commensurate with the successful candidate's skill and experience level. This position can be arranged to be a work-from-home position with flexible hours.

How to Apply:

Please e-mail your résumé and cover letter to recruiting@mondexcorp.com. Please include your remuneration expectations and advise on your preferred start date.

We thank all applicants interested in this position however, only persons selected for an interview will be contacted.