**Positions, requirements, competences and professional skills**

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| Table 1 : Translator/ interpreterFR – traducteur/interprèteESP – tradutor/intérprete PT – tradutor/intérpreteSL – prekladateľ/tlmočníkCZ – překladatel/ tlumočníkRO – traducător / interpretLV – tulks/tulkotājs |
| Position | Translator |
| Requirements | * Proven work experience as a Translator, Interpreter or similar role
* Fluency in at least two languages in addition to the native language
* Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
* Good knowledge of content editing tools
* Familiarity with translation software
* BSc in Translation, Interpreting or similar field
 |
| Competences | * Translation competence,
* linguistic and textual competence in the source language and the target language,
* competence in research, information acquisition and processing,
* cultural competence,
* Technical competence,
*  domain competence
 |
| Professional skills | * translation/interpreting skill
* CAT tools management
* Time-management skills
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| Tableau 2 : Proof-readerFR – réviseur de texteESP– revisor PT – revisorSL – korektorCZ – korektorRO – corectorLV – redaktors/korektors |
| Position | Proof-reader |
| Requirements | *  Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
 |
| Competences | * Checking that style sheet/house style is followed
* Ensuring consistency of formatting
* Spelling
* Punctuation
* Grammar
 |
| Professional skills | * Computer proficiency
* Detail oriented
* write well, edit well
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| Table 3 : Project managerFR – chef de projetESP– director de Proyectos PT – Gestor de ProjetosSL – projektový manažér/manažér projektuCZ – projektový manažerRO – manager de proiectLV – projektu vadītājs |
| Position | Project manager |
| Requirements | * excellent organisation skills, to plan the use of people and resources to meet deadlines.
* strong interpersonal skills, to motivate and lead your project team.
* the ability to monitor and control budgets.
* good communication and negotiation skills, to manage expectations.
 |
| Competences | * Execution.
* Decision Making.
* Communications.
* Strategy Development.
* Team Management.
* Business Acumen.
* Technical Competence.
* Critical Thinking.
 |
| Professional skills | * Communication.
* Leadership.
* Organization.
* Negotiation.
* Team management.
* Time management.
* Risk management.
* Problem-solving.
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| Table 4 : lawyer-linguist FR – juriste-linguisteESP – abogado/lingüistaPT – jurista-linguistaSL – právnik-lingvistaCZ – právník-lingvistaRO – jurist-lingvist/ avocat lingvistLV – jurists/lingvists |
| Position | lawyer-linguist |
| Requirements | * use of standard IT and other office-technology tools
* frequent contacts with the various participants
* required to work at speed
* great responsibility in fulfilling their role
 |
| Competences | translate complex legal texts: * judgments of the Court of Justice and General Court
* opinions of the Advocates General
* written pleadings
 |
| Professional skills | * interpret and translate legal pieces from one language to another
* provide legal analysis to the information help in understanding technicalities of the content
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| Table 5 : Graphic designerFR –graphisteESP – diseñador gráficoPT – designer gráficoSL – grafický dizajnérCZ – grafický designérRO – designer graficLV – tekstu grafiskais noformētājs |
| Position | Graphic designer |
| Requirements | * Proven graphic designing experience
* A strong portfolio of illustrations or other graphics
* Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)
* A keen eye for aesthetics and details
* Excellent communication skills
* Ability to work methodically and meet deadlines
* Degree in Design, Fine Arts or related field is a plus
 |
| Competences | * Conceptualizing visuals based on requirements
* Creating images and layouts by hand or using design software
*  Testing graphics across various media
 |
| Professional skills | * Artistic ability and creativity
* Technical Skill:
* use of design software programs
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| Table 6 : Posteditor of machine translation FR – correcteur de traduction automatiqueESP – Posteador de la traducción automáticaPT – Pós-editorSL – odosielateľ strojového prekladu/ Inzerent strojového prekladuCZ – zasílatel strojového překladuRO – posteditor de traducere automatăLV – mašīntulkojuma pēcrediģētājs |
| Position | Posteditor of machine translation |
| Requirements | * has obtained a degree in translation, linguistics or language studies or an equivalent degree that includes significant translation training, from a recognized institution of higher education;
* has obtained a degree in any other field from a recognized institution of higher education and has the equivalent of two years of full-time professional experience in translating or post-editing;
* has the equivalent of five years of full-time professional experience in translating or post-editing.
 |
| Competences | * Translation competence, linguistic and textual competence in the source language and the target language, competence in research, information acquisition and processing, cultural competence, Technical competence, domain competence: the ability to understand and master the domain content produced in the source language and to render it in the target language.
 |
| Professional skills | * a general knowledge of MT technology and a basic understanding of common errors that an MT system makes;
* a general knowledge of computer-aided translation tools;
* the knowledge and ability to establish whether editing MT output makes sense, in terms of time and effort estimation;
* the ability to follow the instructions received and the ability to focus on specific issues and make specific corrections as given
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| Table 7 : Quality Control ManagerFR – responsable du contrôle qualitéESP – Director de Control de CalidadPT – gestor da qualidadeSL – manažér kontroly kvalityCZ – manažer kontroly kvalityRO – manager de control al calitățiiLV – kvalitātes kontrolieris |
| Position | Quality Control Manager |
| Requirements | * A bachelor's degree in science or business-based programs.
* Previous experience
* Experience in business administration may be advantageous.
* Strong attention to detail, observation, organizational, and leadership skills.
* In-depth knowledge of quality control procedures and legal standards.
* Strong knowledge of mathematics, data analysis, and statistical methods.
* Excellent communication and listening skills.
* Good technical and IT skills.
 |
| Competences | * Gaining an understanding of the client's needs and requirements
* communicating to clients the quality standards to the production teams.
 |
| Professional skills | * Good written and verbal communication skills
* Excellent problem-solving and analytical skills
* Keen attention to detail
* Basic computer and math skills to calibrate and measure specifications
* In-depth understanding of company standards
* Up-to-date knowledge of standards and best practices
* Understanding of target market and consumer needs
* Documentation and reporting skills
* Teamwork and collaboration
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| Table 8 : Copy writerFR – rédacteurESP – redactor de textosPT – copy writer / redatorSL – autor textovCZ – autor kopiíRO – redactorLV – tekstu autors |
| Position | Copy writer |
| Requirements |  Proven experience as a copywriter or related role Knowledge of online content strategy and creation Excellent writing, editing and proofreading skills Experience with SEO Strong research skills Creativity Collaborative spirit Excellent time-management and organizational skills |
| Competences |  Write clear, attractive copy with a distinct voice Interpret copywriting briefs to understand project requirements Collaborate with designers, PR and other professionals on large- and small-scale marketing projects (e.g. email campaigns and landing pages) Conduct high-quality research and interviews Edit and proofread copy as needed |
| Professional skills |  Excellent writing, editing and proofreading skills |

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| Table 9 : Office administratorFR – administrateur de bureauESP – Administrador de oficinaPT – Funcionário administrativoSL – správca kancelárie/ administrátor kancelárieCZ – správce kancelářeRO – administrator de birouLV – biroja administrators |
| Position | Office administrator |
| Requirements | * Coordinate activities throughout the agency to ensure efficiency and maintain compliance with agency’s policy
* Supervise members of the administrative staff, equally dividing responsibilities to improve performance
* Manage agendas, travel plans and appointments for upper management
* Manage emails, letters, packages, phone calls and other forms of correspondence
* Support bookkeeping and budgeting procedures for the company
* Create and update databases and records for financial information, personnel and other data
* Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
* Submit reports and prepare proposals and presentations as needed
* Assist colleagues whenever there is an opportunity
 |
| Competences | * welcoming and directing visitors, coordinating meetings and appointments
* performing clerical tasks, like answering phones and responding to emails
 |
| Professional skills | * Administrative skills.
* Office management.
* Computer skills.
* Organizational skills.
* Customer service.
* Time management.
* Communication skills (oral and written)
* Teamwork skills.
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| Table 10 : CAT tools specialistFR – spécialiste de la traduction assistée par ordinateurESP – especialista en herramientas CATPT – especialista em TACSL – špecialista na nástroje CATCZ – specialista na nářadí CATRO – specialist în unelte CATLV – CAT rīku speciālists |
| Position | CAT tools specialist |
| Requirements | * a degree in Computer Linguist, Computer Sciences or comparable and have already gained solid work experience
* Knowledge of XML
* eager to learn, to work accurately, independently and autonomously
* Strong customer service attitude
* Your solutions are characterized by a healthy mix of creativity and pragmatism.
 |
| Competences | * Support for evaluation and implementation projects related to translation software
* Resolution of software and hardware problems of common IT tools, over the phone and on-site
* Providing internal advice and training on translation software and other IT applications
 |
| Professional skills | * importing and exporting files of different formats
* creation of a TM database for specific purposes or working material
* updating, integration, import and export of TM
* work on translation using CAT-tools
* post-editing, quality control and final processing of the target text
* teamwork on a project
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| Table 11 : Project/Localisation ManagerFR – responsable de localisation et de gestion de projetESP– gestor de proyectos/localizaciónPT – gestor de Projetos/Gestor de Projetos de LocalizaçãoSL – projektový/manažér pre lokalizáciuCZ – projektový/místní manažerRO – manager de proiect/localizareLV – Tulkošanas/lokalizācijas projektu vadītājs |
| Position | Project/Localisation Manager |
| Requirements | * Has a degree University Degree (preferably in linguistic/translation related studies)
* Excellent written and verbal English communication skills, other languages would be an asset
* Minimum 1 year of professional experience in a similar position in corporate environment
* Working knowledge of industry standard CAT
 |
| Competences | * Linguistic and textual competence
* Competence in research, information acquisition and processing, cultural competence
* Technical competence
* Time management competence
* Relationship building competence
* Stress managment competence
 |
| Professional skills | * Highly-developed computer skills (MS Office, Windows)
* Highly-developed communication skills (project manager is primary contact between suppliers, direct and end client)
* Highly-developed negotiation and project budgeting skills
* Ability to multitask
* Ability to manage & train different vendors, translators and reviewers
* Ability to meet deadlines
* Ability to work under pressure in a fast-paced environment
* A general knowledge of localization/translation workflow management systems
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