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

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| Table 1 : Translator/ interpreter  FR – traducteur/interprète  ESP – tradutor/intérprete  PT – tradutor/intérprete  SL – prekladateľ/tlmočník  CZ – překladatel/ tlumočník  RO – traducător / interpret  LV – 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-reader  FR – réviseur de texte  ESP– revisor  PT – revisor  SL – korektor  CZ – korektor  RO – corector  LV – 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 manager  FR – chef de projet  ESP– director de Proyectos  PT – Gestor de Projetos  SL – projektový manažér/manažér projektu  CZ – projektový manažer  RO – manager de proiect  LV – 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-linguiste  ESP – abogado/lingüista  PT – jurista-linguista  SL – právnik-lingvista  CZ – právník-lingvista  RO – jurist-lingvist/ avocat lingvist  LV – 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 designer  FR –graphiste  ESP – diseñador gráfico  PT – designer gráfico  SL – grafický dizajnér  CZ – grafický designér  RO – designer grafic  LV – 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 automatique  ESP – Posteador de la traducción automática  PT – Pós-editor  SL – odosielateľ strojového prekladu/ Inzerent strojového prekladu  CZ – zasílatel strojového překladu  RO – posteditor de traducere automată  LV – 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 Manager  FR – responsable du contrôle qualité  ESP – Director de Control de Calidad  PT – gestor da qualidade  SL – manažér kontroly kvality  CZ – manažer kontroly kvality  RO – manager de control al calității  LV – 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 writer  FR – rédacteur  ESP – redactor de textos  PT – copy writer / redator  SL – autor textov  CZ – autor kopií  RO – redactor  LV – 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 administrator  FR – administrateur de bureau  ESP – Administrador de oficina  PT – Funcionário administrativo  SL – správca kancelárie/ administrátor kancelárie  CZ – správce kanceláře  RO – administrator de birou  LV – 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 specialist  FR – spécialiste de la traduction assistée par ordinateur  ESP – especialista en herramientas CAT  PT – especialista em TAC  SL – špecialista na nástroje CAT  CZ – specialista na nářadí CAT  RO – specialist în unelte CAT  LV – 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 Manager  FR – responsable de localisation et de gestion de projet  ESP– gestor de proyectos/localización  PT – gestor de Projetos/Gestor de Projetos de Localização  SL – projektový/manažér pre lokalizáciu  CZ – projektový/místní manažer  RO – manager de proiect/localizare  LV – 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 |