

Cross-Cultural Specialist (Job Code: CCS07)

Introduction

SmithStreetSolutions is a newly-established Knowledge Process Outsourcing firm with offices in Shanghai, New York and Nanjing. We are looking for smart and motivated people who are looking for a good place to develop their career. We want team-players who will help us create a multi-cultural business that is successful and unique.

Translators at SmithStreetSolutions are an instrumental part of creating client documents. Translators interact with professional teams from across the globe and must be able to thrive in a fast-paced environment. You will improve your foreign language skills and cultural understanding by working side-by-side with talented foreign employees. Moreover, you are going to get a deep understanding about how major global corporations make decisions because you will put together the presentations and documents that are used to turn ideas into action.

Responsibilities

In a fast-growing and dynamic company like SmithStreetSolutions you will have the opportunity to define a role that suits your talents and interests. Initially, we see your responsibilities along a number of broad areas:

- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained
- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used
- Proofreading and editing final translated versions
- Liaising with clients to discuss any unclear points
- Consulting with experts in specialist areas
- Managing and sourcing freelance translators and writers for specific jobs
- Contributing to the growth and operational development of the firm

Requirements

The most important thing that we are looking for in our employees is attitude and outlook. We are looking for people who want to develop the firm, and grow their own skills and career. However, other things being equal, certain qualifications are desired:

- Bachelors degree, or higher in a foreign-language related major
- National translation certificates attained
- Microsoft PowerPoint, MS Word, and MS Excel skills
- Strong organizational skills and attention to detail
- Primarily-looking for English-language translators, but other languages including French, Spanish, German, Portuguese, Korean, and Japanese will also be considered

Please submit a cover letter and resume to campus@smithstreetsolutions.com. Please quote the Job Code CCS07 and the school name in your email subject.

翻译 (职位代码: CCS07)

关于我们

斯密街咨询服务公司是一个新成立的知识服务外包公司，在上海，纽约，南京设有办公中心。我们正在寻找智慧且积极的初入职场者，寻找能够帮助我们建立一个成功而独特的多元文化公司的团队成员。

在斯密街公司，翻译人员是为客户建立演示文档的支持性岗位。翻译人员与来自全球的专业团队合作，必须适应快节奏的工作环境。这个职位向所有希望长期自我提高的人开放。在与外籍同事的通力合作中你可以提高自己的英语水平和文化理解能力。更者，你可以深入了解大型国际企业是如何做决策的，因为你将为他们完成将想法转变为行动的演示文档和文件。

工作职责

在斯密街这样一个快速成长且朝气蓬勃的公司，你将有机会找到一个符合自己特长和兴趣的职位。初期，这个职位的职能比较宽泛：

- 阅读原材料，在保持原文意思的同时将其翻译成另外一种目标语言
- 利用字典，辞典和工具书寻找专业术语的最贴切翻译
- 校对和编辑翻译文档的最终版本
- 与客户联系，就不清楚的地方进行探讨
- 就特定领域向相关专家咨询
- 为特定的工作招聘和管理自由译员和自由撰稿人
- 支持公司的成长和运营发展

职位要求

我们最关注的是员工的态度和潜力。我们在寻找能够发展公司，同时也能提高自身技巧和职业生涯的人。当然，其他素质也同样重要，我们要求应征者具备以下能力和素质：

- 外语相关专业本科以上学历
- 获得国家承认的翻译证书
- 掌握 Microsoft PowerPoint, MS Word, 和 MS Excel 的基本操作技巧
- 优秀的组织能力，注重细节
- 主要寻找英文翻译，同时也招聘法语、西班牙语、德语、葡萄牙语、韩语和日语等语种的译员

请将求职信和个人简历发送到 campus@smithstreetsolutions.com，并在邮件标题中注明学校及本职位的代码 CCS07。