

Translator (Job Code: TA01)

Introduction

SmithStreetSolutions a leading Consulting and Advisory firm based in Shanghai and New York, with a Wuxi delivery center opening in 2010. 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.

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
- **2 plus years** in translation experience
- 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 recruiting@smithstreetsolutions.com. Please quote the Job Code **TA01** and the source of job information in your email subject.

翻译 (职位代码: TA01)

关于我们

斯密街商务咨询（上海）有限公司是一家领先的咨询顾问公司，在上海、纽约设有办公室，无锡办公室将于 2010 年成立。我们正在寻找智慧且积极的初入职者，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，翻译人员将与来自全球的专业团队合作，必须适应快节奏的工作环境。我们欢迎那些注重长久发展自我能力的人。如果你加入我们，将会接受来自美国、欧洲和中国的一流管理人员的培训。你将关注细节，履行“尽职工作（Completed Staff Work）”。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。

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。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
- 2 年以上翻译经验
- 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 recruiting@smithstreetsolutions.com，并在邮件标题中注明招聘信息来源及本职位的代码 **TA01**。