

Arabic Translator Job Description

Duties and Responsibilities:

- Convert content in the source language to equivalent concepts in the target language
- Compile technical terms and information terms into glossaries and terminology
- Write fluently, read and speak at two languages, one of which is often English
- Leave the tone and style of the original language unchanged
- Speak relay messages clearly, accurately, and quickly
- Apply cultural knowledge to produce a meaningful translation of the original message
- Convert ideas in the source language to equivalent ideas in the target language
- Compile information and terminology to be used in translations
- Discuss translation requirements with clients and set a fee
- Proofread, edit, and revise translated materials.

Arabic Translator Requirements – Skills, Knowledge, and Abilities

- A Bachelor's degree in Arabic Studies or any other foreign language (If he/she is native Arabic)
- Should be able to give total attention to what other people are saying
- Possess the ability to identify and understand the speech of another person
- Possess the ability to communicate information and ideas in speaking so others will understand
- Have the ability to listen to and understand information presented through spoken words and sentences
- Have the ability to read, process, and understand information and ideas presented in writing
- Have the ability to communicate ideas and information in writing so others will understand

- Be able to speak loud and clear so others can understand
- Showcase excellent social skills
- Should be able to remember information such as words, pictures, numbers, and procedures
- Should be able to concentrate on a task over a period without facing distraction
- Must have an eye for details at close range (not so far from the observer)
- Profound ability to work effectively under high pressure condition
- Display ability to remain calm in the face of the challenging moment
- Should possess problem-solving abilities
- Must be fit physically to work
- Should demonstrate excellent social skills
- Interpersonal skills to ease the process of working with others
- Excellent time and stress management skills
- Further education to gain more exposure and improve skills.