

Freelance Translator Job Description

Duties and Responsibilities:

- Listen or read through the material in one language
- Understand the context and meaning the material
- Convert the material into the second language while preserving the original meaning
- Translate video, online, and television media by providing subtitles
- Collaborate with subject matter experts and other colleagues to understand technical texts
- Translate material accurately
- Use online translation tools for additional assistance with translation
- Provide clients with quotes based on complexity level and project length
- Follow up with clients to ensure understanding and satisfaction
- Use highly specialized translation software to encourage efficiency and consistency
- Follow industry quality standards established by the Association of Translation Companies
- Translate different documents, including literary, technical, scientific, legal, research, educational, and commercial materials.

Freelance Translator Requirements – Skills, Knowledge, and Abilities

- Possess a Bachelor's degree in International Languages, as well as fluency in at least two languages
- Have excellent written and verbal communication skills
- Possess great understanding of grammar
- Possess strong knowledge of specific subjects
- Ability to have interpersonal communication
- Accuracy in translation is a must
- Be able to pay attention to details

- Be proficient in software tools related to tasks at hand
- Must be self-motivated
- Should have the ability to meet deadlines and be able to work under pressure
- Ability to compile information into terminology and glossaries before deadlines
- Be able to relay the tone and style of the original language
- Render spoken messages clearly, accurately, and quickly
- Possess the ability to concentrate while others are moving or speaking around them
- Possess general business skills to manage careers and finance successfully
- Must be sensitive to cultural expectations and differences amongst their clients
- Sign language translators must be able to do quick hand, arm, and finger movements
- Ability to listen carefully when interpreting for audiences to ensure they hear and interpret correctly
- Outstanding ability to clearly speak in the languages being translated from and to.