

Spanish Translator Job Description

Duties and Responsibilities:

- Translate verbal communication in real time, reciting everything verbatim
- Precisely and clearly read written documents out loud in both languages
- Create written translations of messages and documents, providing copies of documents in both languages
- Give perfect recitals of what they read and hear
- Use translation memory software
- Avoid adding extra words or expressions to translations
- Build excellent relationships with clients
- Use appropriate software for delivery and presentation
- Assess clients' needs by having discussions with them
- Use specialist reference books, dictionaries, and thesauruses
- Proofread and edit finalized versions of translated texts
- Consult with experts in specialized areas.

Spanish Translator Requirements – Skills, Knowledge, and Abilities

- A high school diploma or the equivalent qualification
- Must pass a background check
- Spanish translators should own their own transportation and a valid driver's license
- Must be completely fluent in both English and Spanish, with an extensive vocabulary in both languages
- Ability to use excellent English and Spanish grammar to provide precise, sensible translations of both languages
- Ability to give clients full attention
- Accurate decision-making skills
- Interpersonal skills to work harmoniously with other professionals
- Willing to improve skills or knowledge through further learning
- Spanish translators use verbal, listening, and written communication skills in their daily job duties

- Must possess problem-solving skills
- Great stress and time management skills
- Must be able to build relationships with clients and their families
- Ability to pay good attention to detail to pick up every syllable and word of what they hear and read
- Spanish translators need patience to perform clear and precise translations and work for long hours at a time
- Strong ability to work effectively in a stressful and high pressure environment
- Efficient management of personal resources
- Possess excellent psychological skills
- Physical and mental fitness is required
- Showcase calmness during challenging moments
- Demonstrate great social skills
- Must be flexible in work settings
- Good reading comprehension skills to understand the words and translate them
- Must be an avid reader
- Acquire language certification in translation
- Possess cultural knowledge of the source language and the language to be translated into.
- Specialize in one or more subject areas
- Must be able to handle clients and meet their needs on time
- Must be able to perform self-assessment or monitoring
- Must be well coordinated.