



Официальный переводчик
Translations Advisor

Образование, наука / Лингвистика

Предприятие: Товарищество с ограниченной ответственностью "Kaz Project Operating"

Оплата труда: от 300 000 до 380 000 тенге

Полный рабочий день, постоянная работа, нормальные условия труда

Информация о вакансии

Регион Атырауская область / г. Атырау
Должностные обязанности **Requirements:**

- ☐ High professional education in Linguistic Discipline;
- ☐ At least 3-5 years of relevant experience, preferably in the oil industry;
- ☐ Good knowledge of translation planning and monitoring processes, systems and tools;
- ☐ Understanding the basics of costs and contracts management;
- ☐ Good knowledge of Translations Processes and Procedures in the Company.

Required Competences:

- ☐ Ability to analyze carefully translation requests for outsourcing and plan properly the work scope by taking into account to the greatest possible extent costs efficiency, availability of resources, capability to meet deadlines, etc.;
- ☐ Ability to work with minimum supervision and make a proper decisions (decision making skills) on the principle of cost efficiency, importance and urgency of translation, etc.;
- ☐ Carefulness and attentiveness to details;
- ☐ Good time management skills;
- ☐ Interpersonal and influencing skills and ability to liaise effectively with a wide range of stakeholders within the Company and with external parties (Translation contractors);
- ☐ Ability to work in stressful situations and handle urgent requests;
- ☐ Ability to drive continuous improvement;
- ☐ Understanding and full support of Company's HSE culture;
- ☐ Good command of English and Russian;
- ☐ Personal qualities of diplomacy, integrity and confidentiality;
- ☐ Ability to work within a multicultural environment;
- ☐ Sound computer skills and ability to use all standard MS-Office software.

Responsibilities:

- ☐ Analyse translation requests received for outsourcing and make a decision regarding which contractor to outsource the translation to on the basis of contract rates (the most efficient cost solution given four translation contractors), available resources and ability to complete the translation as per the set up deadlines;
- ☐ Monitor the work load in contracting companies to ensure it does not exceed the allocated budget;
- ☐ Issue a call off to identified contractor specifying all required details and special instructions if any;
- ☐ Establish realistic deadlines for translation completion, identify applicability of a rush rate, confirm the deadlines for translation completion with contractors and immediately inform Team Leads if the deadlines cannot be met for any reasons;
- ☐ Give advice and recommendations to translation contractors regarding templates, TM use, etc. Provide updated TMs to contractors on a regular basis;
- ☐ Maintain a job log for outsourced translation with indication of scope, requesters, language pairs, agreed deadlines and applicable rush rates if any;
- ☐ Monitor the progress of outsourced translation with special focus on urgent and critical documents and notify duly Team Leads in case of any potential delay;

- Act as a focal point for handling terminology clarification requests and required clarifications on formatting and special requirements of the requesters;
- Register received translations and immediately notify Team Leads and Quality Assurance Team Lead about it to allow further proper planning of a proofreading process;
- Prepare daily job logs for Team Leads for relevant planning of daily scope for QA Team;
- Prepare monthly progress reports on translation scope and KPIs achieved in the relevant month;
- Establish and maintain good working relations with translation contractors and participate in regular progress meetings with contractors and raise any issues to improve contractors' performance.

Conditions:

Atyrau, 5/2.

Резюме высылать на почту: darhan.s@kpop.kz

Количество вакансий 1

Требования к соискателю

Стаж по специальности	3 года
Профессиональные навыки	компьютерный перевод; технический перевод; переписка на иностранных языках;
Уровень образования	высшее
Знание языков	Казахский - продвинутый уровень Русский - высокий уровень Английский - высокий уровень
Личные качества	базовые знания интернета; использование электронной почты;

Информация о предприятии

Количество работников 600

Сведения о предприятии **ТОО «Kaz Project Operating»** - казахстанская компания, предоставляющая высококвалифицированных специалистов в области инжиниринга и строительства для различных нефтегазовых проектов в Казахстане и других странах. Мы завоевали доверие взыскательных нефтегазовых компаний Казахстана, а также их основных подрядчиков благодаря нашей специализации в области предоставления квалифицированных человеческих ресурсов для осуществления проектно-конструкторских работ, строительного контроля, контроля качества и инспекций, ввода объектов в эксплуатацию, а также для эксплуатации и обслуживания объектов. Наши основные проекты находятся в Казахстане, но мы расширяем свою деятельность на международном рынке, в частности в России и Азии.

Контактное лицо	Паливала Ирфан Мохаммед Фарукх
Регион предприятия	Акмолинская область / Зерендинский район
Адрес предприятия	Победы кошесі 62 501a