



Переводчик синхронный
Translator/Interpreter Trilingual

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	<p>Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> High professional education in Linguistic discipline, second education in the area of translation (Economy, Legal, Technical, etc.) is preferred; <input type="checkbox"/> At least 3-5 years of relevant experience, preferably in the oil industry; <input type="checkbox"/> Good knowledge of Company's Translation Processes, Procedures and Work Instructions; <input type="checkbox"/> General knowledge and good understanding of translation subject (electrical, mechanical disciplines, engineering, finance, drilling, contracts, geology, etc.); <input type="checkbox"/> Good knowledge of theory and practice of translation, language structure, grammar and punctuation rules in both source and target languages, lexical and stylistic means to convey the meaning; <input type="checkbox"/> Good knowledge of specialized and Project related terminology; <input type="checkbox"/> Understanding of Ethics and Protocol to be adopted at different functions. <p>Required Competences:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to deliver adequate translation from source to target language and to convey accurately the meaning not "word by word" translation using all available translation techniques, proper style relevant to a specific document (press-release, drilling report, policy, brochures, technical specifications, court rulings, etc.); <input type="checkbox"/> Good understanding of translation subject (construction, drilling, contracts, geology, engineering, etc); <input type="checkbox"/> Business writing skills; <input type="checkbox"/> Document formatting skills in various MS applications; <input type="checkbox"/> Ability to provide adequate interpretation into/from both native and foreign languages at any Company's meetings and events, often at very short notice and without support materials; <input type="checkbox"/> Ability to work under stress and pressure conditions (longer hours, non-stop negotiations, emotional events, hard discussions, etc.), mental and physical tolerance; <input type="checkbox"/> Ability to compress the received information, concentrate, to retain in memory longer sentences (good operative memory), quick reaction; <input type="checkbox"/> Note taking skills; <input type="checkbox"/> Sight translation skills; <input type="checkbox"/> Presentation skills, i.e. ability to retain the interest of the audience (trained voice, intonation, good phonetic articulation, speed of speech, etc.); <input type="checkbox"/> Ability to liaise effectively with a wide range of stakeholders within the Company at any level and with external parties (RoK authorities, regulators, Akimats, contractors, etc.); <input type="checkbox"/> Ability to proper manage the time and correctly prioritize translation requests; <input type="checkbox"/> Ability to make efficient decisions in stressful situations; <input type="checkbox"/> Ability to drive continuous improvement; <input type="checkbox"/> Understanding and full support of Company's HSE culture; <input type="checkbox"/> Fluency in English, Russian and Kazakh; <input type="checkbox"/> Personal qualities of diplomacy, integrity and confidentiality. <p>Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To provide translation and interpretation support to meet business

requirements in all Company's locations within and outside Kazakhstan and to facilitate communication between Company's staff, contractors and regulators and governmental bodies at regional and national levels from/ into English, Russian and Kazakh;

- Provide acceptable quality translation of general and technical documents including Company's policies and procedures, reports, presentations for any level of meetings, i.e. Mancom, top level RoK authorities, local authorities, correspondence with RoK authorities and regulators, finance, legal, contracts, HSE and other document types from / into English, Russian and Kazakh;
- Deliver adequate translation from source to target language and convey the meaning but not "word by word" translation;
- Ensure proof-reading, editing and formatting of own translation to meet Company's quality requirements;
- Comply with Company's Translation/Interpretation procedures, policies, work instructions;
- Provide translation in a timely manner at productivity rate 4-5 pages per day for average complexity documents based on set up priorities to meet Project requirements;
- Provide urgent translation of critical documents at very short notice and at acceptable quality level;
- Use of SDL (Translation Memory) tool to ensure consistency of Project terminology and acceptable quality and to accelerate the translation;
- Analyse the comments of QA group on translation quality and introduce them properly into SDL document and identify the areas of improvement;
- Study and further develop the subject of translation, i.e. Finance, Geology, Drilling, Legal, Contracts, etc.;
- Provide interpretation support (consecutive) into / from English, Russian and Kazakh at Company's internal meetings, workshops, master classes, training courses, conferences and other functions at various levels with external parties, stakeholders, RoK authorities, Company's contractors, etc.;
- Always be ready to provide interpretation support at a very short notice;
- Use a note taking technique to ensure that all information at the meetings is properly conveyed;
- Provide interpretation support to external visits to the Company's sites in RoK and cover Company's business needs outside RoK;
- Have good knowledge of Kashagan Project and related terminology, identify new and any relevant Project terminology and contribute into development of Company's NCP Terminology Data Bank;
- Provide functions of a duty translator in case of emergency and urgency;
- Ensure confidentiality of any translated document and/or meeting discussions.

Conditions:

Atyrau, 5/2.

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

Количество вакансий 1

Требования к соискателю

Стаж по специальности	3 года
Профессиональные навыки	компьютерный перевод; литературный перевод; технический перевод;
Уровень образования	высшее
Знание языков	Казахский - высокий 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 501а