

JOB OPENINGS



Job title: TMS Team Assistant – Temporary position

Opening date: 7 April 2015

General Requirements:

- University graduate/Bachelor degree
- Minimum 2 years' experience in equivalent field.
- Fluency in English and Vietnamese required. Fluency in other languages is a plus.
- Demonstrates pro-activity to foresee possible project issues and to take initiative to prevent or remedy them
- Knowledge of website localization and engineering (such as Flash) is a special plus
- Long-term commitment for company growth
- Professional in MS Office

Job description:

- Translation, Editing and Proofreading: 60% - Overall responsibility for translating, proofreading, editing and formatting translation documents to ensure the quality of translation document.
- Administration: 40% - Manage and control operation of TMS
 1. Work with translation providers to ensure on-time delivery with standards and high quality of translation documents
 2. Keep customer informed about project status
 - Maintain and control a high-level of quality and efficiency to TMS procedures
 - Improve and self-study on Trados software
 - Learn and apply technical terminologies in English and Vietnamese
 - Build a high-quality database of technical terminologies for re-use
 - Form a high-quality pool of technical translators and consultants
 - Support the management and sales of the TMS Team
 - Do the given tasks in a correct, in-time and economical way
 - Keep confidential information.
- Term of contract: This is a temporary position in 10 months.

Job skills:

Skills:

- Minimum Bachelor Degree, equivalent or higher from a leading Foreign Language University
- Minimum 2 years' experience in equivalent field.
- Fluency in English and Vietnamese required. Fluency in other languages is a plus.
- Strong knowledge and experience with scientific, technical translations (esp. engineering and/or IT related)
- Proficiency in SDL Trados 7.0 or higher and knowledge in DTP
- Confidence in handling complex technical translation projects

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| | <ul style="list-style-type: none">- Excellent ability to maintain client satisfaction and responsiveness |
| Benefits | <ul style="list-style-type: none">- 40h work/week 8h/day: Monday - Friday.- Competitive salary with social and health insurances.- 15 vacation days.- After the 2 months probation-period, we provide you as well with a Corporate Private Health, Accidental & Life Insurance Plan.- Annual Health Check.- Business English Classes with a Certified Native English teacher in our company.- You will participate in our Annual Incentive & Bonus System, based on your performance with us.- Many social-activities such as: Annual Company Trip, Frequent Happy Hours & Sport Activities. |