



Translation Services

Translator (English ⇔ Khmer) Key Responsibilities & Requirements

Key Responsibilities:

- Translate a variety of materials, including formal legal, technological documentation, from Khmer to English and vice versa, with attention to fact and nuance, so that the intent and tone of the original meaning is preserved;
- Organize translated material and finalize translation according to set standards regarding order, clarity, conciseness, style, and terminology;
- Prepare project reports and documentation;
- Consult with experts in specialist areas; retain and develop specialist knowledge on specialist areas of translation;
- Retain and develop knowledge on specialist areas of translation;
- Follow various translation-quality standards to ensure legal and ethical obligations to the customer.
- Use specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used
- Proofread and edit final translated versions
- Expect to work to an average daily output of 2,000 to 3,000 words.

Key Requirement:

- Attention to detail and ability to work to deadlines;
- Eagerness to acquire new knowledge and ability to grasp new concepts quickly;
- Excellent writing skills and command of grammar;
- The ability to use initiative in a commercial context;
- Proficiency in the use of a range of computer packages - knowledge of translation-oriented applications and software is helpful, though not essential;
- Ability to communicate effectively with others in writing as indicated by the needs of the reader/audience;
- Finding ways to structure or classify multiple pieces of information;
- Reorganizing information to get a better approach to problems or tasks;
- Working with new material or information to grasp its implications;
- Inspecting and evaluating the quality of translation;
- Knowledge of the structure and content of the English and Khmer language including the meaning and spelling of words, rules of composition, grammar, and history; and
- Ability to work independently and as a team; and
- BA or BSc in English, linguistics, Translation and related filed.