



CAREER OPPORTUNITY

FRENCH-TO-ENGLISH TRANSLATOR

FIXED-TERM
POSITION
GENEVA

ABOUT THE FIA

The Fédération Internationale de l'Automobile (FIA) is the governing body of motor sport and the federation of the world's leading motoring organisations. The FIA is an international non-profit association.

OVERVIEW

We are seeking a highly motivated French-to-English translator to join the dynamic environment at the FIA on a fixed-term, temporary contract. The duration of this contract is 7 months, starting in August.

MAIN RESPONSIBILITIES

-Translating and editing documents:

Translate and edit technical, legal, financial and administrative documents related to FIA activities. These may include official documents for FIA conferences and meetings, regulations, reports, speeches and correspondence.

Ensure accuracy, clarity and cultural appropriateness.

-Minute-writing:

Prepare concise and accurate meeting minutes of FIA meetings.

-Linguistic and terminological support:

Provide linguistic and terminological assistance to FIA staff members.

PROFILE

-University degree in translation.

-English mother tongue with a perfect command of French; additional languages desirable.

-2 to 5 years of experience in translating from French into English.

-Excellent editing skills and meticulous attention to detail.

-Very good knowledge of Microsoft Office.

-Flexibility; adaptability to changing requirements and deadlines.

-Ability to work under pressure and in a high-stress environment.

-Strong time management skills.

**IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV
AND MOTIVATION LETTER TO**

aenderlin@fia.com

Publication referent : Aurélie Enderlin | Concerned Department : Procurement and Services

The FIA is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religion or ethnicity, including persons living with disabilities, to apply to become a part of the organisation. Female candidates are particularly encouraged to apply.

careers.fia.com