



FULL TIME SENIOR IN-HOUSE REVISER

ARKADIA TRANSLATIONS is a translation and interpreting services company specialising in the legal/financial, communication and marketing sectors. Our clients are prestigious international legal firms, institutions, banks, finance companies, press offices, communication agencies and multinational companies. We are looking for a Senior Reviser for our dynamic and rapidly-expanding company. We offer excellent possibilities for professional growth in a working environment where professionalism and quality are paramount.

REQUIREMENTS:

- Languages requested: Italian, English and German; the mother-tongue can be either Italian or English; if the first language is English an excellent knowledge of Italian will suffice.
- Education: Degree; a Degree or Master's Degree in translation is preferable
- Knowledge and use of SDL Trados Studio or other CAT tool
- Experience as in-house or freelance reviser • Specialisation in legal and/or financial translations

DUTIES:

Primarily, the candidate will revise texts translated by external collaborators and translate documents concerning the sectors in which we operate. The texts to be revised will be mainly legal (contracts, court documents, sentences, articles of association, etc.), financial statements, prospectuses, stock exchange documents, banking and financial texts and, to a lesser extent, communication and marketing documents (press releases and reviews, websites, company presentations). The candidate will coordinate large translation projects carried out by a team, terminology projects, and the management and maintenance of CAT tool memories.

TRAINING:

Initially, the candidate will work with our in-house revisers and join a training programme on revising texts in our sectors of specialisation. The candidate will have the opportunity to perfect his/her specialisation in the legal and financial sector and acquire first-class experience of Trados Studio and Groupshare. Courses on legal and financial translation will be provided.

Place of work: our offices in Milan (MM Loreto/Piola); teleworking is also a possibility

Working hours: full time

Please send to m.macina@arkadiatranslations.com: detailed CV and letter of presentation

Please indicate under email subject: SELECTION OF FULL TIME SENIOR IN-HOUSE REVISER

For more information about our company, please go to www.arkadiatranslations.com