

Stellenangebote

We are always looking for people to join our team. We currently have the following vacancies:

Multilingual Translation Checkers

Scientific & Engineering Translators

High Quality Freelance Translators needed

German-to-English Translators

Finishing and Dispatch Clerks

Temporary Project Manager - Maternity Cover

[Opportunities for Graduate Linguists Graduate Information Form](#)

[Click here for a map of how to find Europa House in Gerrards Cross](#)

[Click here for a map of how to find Marsham House in Gerrards Cross](#)

[Click here for instructions on how to get to our Gerrards Cross offices.](#)

[Click here for a map of how to find our London office.](#)

Multilingual Translation Checkers

The Translation Division of RWS Group now has immediate vacancies at its Head Office in Buckinghamshire for high-calibre graduate linguists with:

- English mother tongue and excellent Korean, which must be combined with Japanese.

As part of an international team of approximately fifty checkers, your work will involve word-by-word checking of translations prepared by in-house and external technical staff and sometimes adapting existing translations to conform to new versions of foreign documents.

Recruits who demonstrate their ability could be offered the opportunity to progress to trainee translator status, involving further technical study, and then to full translator status or alternatively to administrative functions within the company, many of these openings being filled internally.

Applicants must have degree-level qualifications, excellent language skills, well-developed critical faculties and good powers of concentration.

Starting salary is £19,000 pa. Additional benefits include non-contributory pension scheme, private medical insurance and childcare vouchers.

Please apply with CV and covering letter to:

The Graduate Recruitment Officer

RWS Group - Translation Division, Europa House, Marsham Way,

Gerrards Cross, Bucks SL9 8BQ

Email: personnel@rws.com

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Scientific & Engineering Translators

Our patent translation division, based in Gerrards Cross, requires additional high calibre graduate Scientists and Engineers to train as professional STAFF TRANSLATORS. You must have:

English mother tongue, excellent knowledge of German and at least a degree level qualification in mechanical engineering

OR

English mother tongue, excellent knowledge of French and at least a degree level qualification in physics

OR

French mother tongue, excellent knowledge of English (preferably with German) and at least a degree level qualification in engineering.

As well as a stimulating career change, we offer a very generous performance-related salary package, a non-contributory pension scheme, life assurance, free private medical insurance and relocation assistance. Based in Gerrards Cross, you would work in a modern, highly professional environment, aided by first class support staff, excellent electronic facilities and an extensive library.

Please apply in full confidence to the Personnel Manager, enclosing cv and details of current remuneration.

Personnel Manager

Personnel Department

personnel@rws.com

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German-to-English Translators

To expand our team of translators in Germany, we are currently seeking German-to-English Translators specialising in automotive technology for full-time employment in our Berlin office.

Your professional expertise:

- English native speaker
- Experience in technical translation
- Proficiency in handling CAT systems (e.g. Star Transit)
- Very good knowledge of German (proficiency in additional languages preferable but not required)

We offer a pleasant working atmosphere with a young and dedicated team, a competitive salary and comprehensive opportunities for career development.

Email: dsc@rws-group.de

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Finishing and Dispatch Clerks

From time to time we have vacancies in our busy Finishing Department for full-time Translation Assistants.

The work entails final proofreading of corrected translations, insertion of diagrams, tables, etc., preparation of certificates and dispatch. You must be educated to 'A' level standard in at least one European language (preferably French or German), have basic keyboard skills, an interest in word processing and the ability to work as a member of a team under the pressure of tight deadlines.

Benefits include 4 weeks' holiday, a non-contributory pension scheme, life assurance and private medical insurance.

Please apply with your cv with a covering letter detailing your current salary to the Personnel Department.

Personnel Manager

Personnel Department

personnel@rws.com

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Temporary Project Manager - Maternity Cover

We are seeking a Temporary Project Manager to work within our Translation & Localisation Services Department. The department is responsible for all non-patent translation requests (from and into all foreign language combinations) from an extensive list of clients based in the UK and overseas. The position reports to the Departmental Production Manager and/or Departmental Manager.

Responsibilities include:

- Co-ordinating and overseeing all stages of project which includes receipt of request from client, price and delivery schedule quotation, translator liaison, document correction, despatch of translation to client, invoicing instructions to Accounts department.

- Day-to-day communication with clients.

- Communicating and interacting with other members of the department (Project Managers, Checkers, DTP & Engineering team).

- Ensuring that the quality of projects is met (content and delivery schedule).

Requirements:

- Excellent organisational and time management skills
- Strong written and oral communication skills
- Good IT skills
- English mother tongue with a degree in French, German, Italian, or Spanish or French, German, Italian or Spanish mother tongue with a degree in English
- Ability to multi-task
- Strong customer service focus
- Previous client contact experience preferred

The starting salary is £19,000 per annum. Benefits include non-contributory pension scheme, life assurance and private medical insurance.

Please apply with cv to the Personnel Department.

Personnel Assistant

Personnel Department

personnel@rws.com

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