

LEXCODE

<https://lexcode.com.ph/job/filipino-english-freelance-translator/>

Filipino English Translator

Education

- At least a bachelor's / college degree related to the job function

Responsibilities

- Translate, edit, and localize files assigned by project managers
- Perform a final quality check on the translated files
- Check facts, references, and other critical details to ensure that everything is in accordance with the project's specifications
- Complies with Lexcode's specifications and deadlines, as well as those of its clients

Qualifications

- Native Filipino speaker
- College-level English proficiency
- Ability to work under minimum supervision and undergo rigorous training
- High focus to ensure quality delivery of multiple projects under tight deadlines
- Advanced typesetting skills on Microsoft Office products, such as Microsoft Word, PowerPoint, and Excel
- Knowledge of CAT tools is an advantage

Application Requirement:

- When applying, please include your CV, which should include all of your translation-related work experience, subject expertise, and rates per word in PHP.

Minimum System Requirements:

- Any laptop or desktop that is not more than 5 years old.
Can smoothly run work apps such as MS Office and Google Chrome.
- Operating System: Windows 10
- RAM: 8 GB
- Storage: 512 GB (SSD)
- Network: 10 Mbps (Upload and Download)

Date posted

November 3, 2021

Employment Type

Contractor

Job Location

Remote work from: Home