

**Vacancy Reference:** i/Editor

**Location:** Leeds

**Employment Type:** Temporary

**Purpose:** thebigword Group is a world-leading International language management group supplying translation, interpreting and language technology services to a wide range of private and public sector clients across 77 countries.

We are currently embarking on a new and exciting project within our expanding translation division resulting in the need to recruit an Editor in the Spanish language who can supervise a team of junior translators as well as review and proofread their work.

**Key Responsibilities:** Main duties will include:

- Training and mentoring a team of 5 trainee translators
- Proofreading and quality assurance of a wide range of material
- Managing translator workloads and ensuring on-time delivery
- Liaison with project managers

**Knowledge/Skills and Experience:** Skills and experience required:

- Native speaker of Spanish
- Excellent command of English
- Degree in translation (preferably at MA level) or equivalent
- Experienced user of MS Office and Trados/MultiTerm
- Previous experience of translator training
- Previous proofreading experience
- Previous team lead experience

**Start date:** 28 February 2011

For more details or to apply, please visit <http://www.thebigword.com/work-for-us.html> and click on "Current Vacancies".