



Opening Positions:
TRANSLATORS

Job Duties and Description:

- Represent the management staff to translate words and written texts to Chinese and vice versa with superior accuracy, consistency and efficiency, for bridging the language barrier and facilitating cross-cultural communication with Chinese ethnicity customers and suppliers.
- Communicate in a friendly, positive and professional manner and always engage attentively to maximize effectiveness of translation between Chinese ethnicity customers and suppliers and management staff, applying Chinese and American cultural knowledge to render an accurate and meaningful translation. Interact, coordinate, and liaise with Chinese ethnicity customers and suppliers to facilitate communication in various business and social settings to prevent misunderstanding and miscommunication by converting concepts in mandarin Chinese to equivalent concepts in English, and vice versa.
- Relay concepts and ideas between languages to management staff regarding cultural issues to Chinese ethnicity customers and suppliers. Relay the style and tone of the original language and render messages accurately, quickly, and clearly.
- Translate written messages, live chats and conversations, voice recordings and documents from Chinese into English and vice versa.
- Receive briefing or prepare through reading and study on subject to be discussed prior to translation. Identify terms and words with conflicting meanings to determine which alternative provides clarity and reflects the original purpose of the message.
- Verify, modify, edit and proofread text and message to accurately reflect language and compensate for discrepancies in technical terms and to guarantee that the final content is consistent with original material.
- Consult dictionaries, encyclopedias and terminology compilations to remain educated and current with the meaning of words and phrases.

Qualifications:

A bachelor's degree in Teaching English to Speakers of Other Languages (TESOL) or Linguistics or the foreign degree is equivalent. Experience is not required.

Working Hours:

8:00 am to 5:00 pm Monday to Friday for 40 hours a week.

Job Application Instructions:

Applicants are required to mail their full detailed résumés to Global Best Produce, Inc., Attention to Ingram Liu, at 4665 E 49th Street, Vernon, CA 90058. Please write job code **2021WPTRANSLATOR** in your cover letter.

NO PHONE CALL FOR JOB INQUIRIES PLEASE

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