

# TRANSLATOR



## SALARY

Newly qualified translator ★★★★★

Experienced translator ★★★☆☆

## INDUSTRY PROFILE

Freelance work is common • Most full-time jobs in government • There is an increasing demand for translation to and from Chinese, Russian, Arabic, and minority European languages

## JOB DESCRIPTION

A translator converts words from one language to another while making sure that the original meaning is retained.

Translators are fluent in more than one language and have highly developed written and verbal skills. They also often have a good understanding of the cultures of the countries associated with the languages they are translating.



## SKILLS GUIDE



Excellent written and verbal communication skills to translate clearly for clients.



Fluency in multiple languages in order to translate efficiently, easily, and accurately.



A good understanding of different cultural values and how people communicate in different regions.



The perseverance to handle complex, technical, and lengthy projects, and still meet deadlines.



Attention to detail and the ability to understand and convey the correct meaning of words.

## AT A GLANCE



**YOUR INTERESTS** Languages • Literature • Science • Writing and speaking • Law • Business studies • Politics • Travel and culture



**ENTRY QUALIFICATIONS** Most employers require a bachelor's degree in languages; some require a graduate qualification. Work experience is valuable.



**LIFESTYLE** Much of the work is done on computers and driven by deadlines, which means you may need to work long hours in order to finish a project.



**LOCATION** Most company employees are office-based; freelancers usually work from home. Both may need to visit clients to discuss the work required.



**THE REALITIES** Jobs may not be regular; freelance work is common in this industry. Pay rates vary according to the language and length of project.

## ▼ RELATED CAREERS

- ▶ **BILINGUAL SECRETARY** Uses a knowledge of one or more foreign languages to translate business communications and research materials, and to liaise with overseas clients face-to-face or by telephone. Administration skills are also essential in this job.
- ▶ **TECHNICAL AUTHOR** Writes user manuals, technical guides, and online blogs for a wide range of industries and products. They are highly skilled at presenting very technical information in a user-friendly way.
- ▶ **VACATION REPRESENTATIVE** Looks after groups of tourists on vacation in international resorts. Proficiency in the local language and the languages of clients is highly desirable.



## CAREER PATHS

Translation is a degree-level profession, but graduate degrees in translation can greatly enhance your employment opportunities. Fluency in two or more languages is a key requirement, and knowledge of a specific sector, such as business, finance, or technology, is an advantage.

**TRANSLATOR** Once qualified as a translator, you can take several routes. You could specialize in specific scripts. Experienced translators may move into a number of different areas.

**GRADUATE** To find work in this field you may need a degree in modern languages and preferably a postgraduate qualification in translation. Taking language proficiency tests is another way you can increase your credibility as a translator.



### GOVERNMENT TRANSLATOR

Works for government departments, such as security and intelligence services. Governments can offer a clear and structured career path in this field.



**INTERPRETER** Converts the spoken word from one language to another between people who do not speak the same language. A clear, strong voice is essential.



**TRANSLATION AGENCY MANAGER** Sets up an independent business, and employs freelance workers to provide translation services to clients in government and the private sector.



### FREELANCE TRANSLATOR

Registers with agencies or finds translation jobs using their own contacts. This option is typically for more experienced translators who are confident to work on an independent basis.