

In-house Irish linguist

About DCU Language Services

Established in 1992 out of the School of Applied Languages and Intercultural Studies in Dublin City University, DCU Language Services offers a wide range of linguistic solutions, such as translation and proofreading services, audio-visual localisation (audio transcription and subtitling), language proficiency assessments for recruitment, IELTS testing and English language training.

Our language services are provided from and to more than 70 languages – amongst the most popular ones are Irish, Arabic, Chinese, French, German, Italian, Spanish, Polish and Portuguese. We work with clients from different industries, such as advertising, education, engineering, food, hospitality, medical/pharmaceutical, non-profit organisations, travel, and hospitality, just to name a few.

Overview of Position

The overall purpose is to support the DCU Language Services team with a variety of linguistic tasks from English into Irish (mainly translation and proofreading tasks, but also minor editing, audio transcription, translation memory and term database clean-up, amongst others.) You will also get valuable experience and insights on the daily run of a translation agency and translation project management.

Key responsibilities focus on assisting with:

- Translate and proofread ad-hoc requests on a daily basis
- Cooperate with other translators on long-term projects
- Run quality assurance checks and provide feedback on general quality of Irish translations
- Perform translation memory and term base clean-ups
- Process files on CAT tool and assemble reference materials for projects
- Administrative tasks.

Applicant profile:

- Native proficiency in English and Irish
- Positive approach and committed to team-work
- Great attention to detail
- Excellent communication skills
- Strong organizational skills with an ability to meet deadlines
- Strong IT skills (knowledge of CAT tools is desirable, but not required as full in-house training will be provided)
- Experience in translation, proofreading and/or localisation (desirable)

Application Procedure:

Please send email applications including CV and cover letter to niamh.omahony@dcu.ie

Application deadline:

10 September 2021

Details:

Contract: Full time, temporary contract

Duration: 6 months

Start date: 20 September 2021

Salary: Competitive salary based on experience

Schedule: Monday to Friday (business hours)

Covid-19 considerations: work will be initially 100% remote, with possibility of returning to the office depending on safety guidelines