



## Job Description

### Traditional Chinese-English translator(s)

<b>Employer</b>	O MEDIA Limited (incorporated in Macau)
<b>Job title</b>	Traditional Chinese-English translator
<b>Employment basis</b>	Either full time or freelance
<b>Reports to</b>	Chief Content Officer
<b>Compensation</b>	Depending on experience and qualifications
<b>Salary payment</b>	By direct credit to a Macau bank account on the first working day of each month for the previous calendar month.
<b>Base working location</b>	Depending on the employment basis the base working location will be: <ul style="list-style-type: none"> <li>• home based, or</li> <li>• at the company's main office located in Macau peninsular.</li> </ul>
<b>Working hours</b>	Very flexible dependent on work flow
<b>Languages required</b>	Cantonese must be native and English must be highly proficient. Mandarin is also an advantage.
<b>Experience required</b>	At least five years experience in translation work between Chinese (in the Cantonese/Hong Kong/Macau style) and English in both directions.
<b>Qualifications required</b>	A tertiary qualification in language, translation or similar.
<b>Essential skills and attributes</b>	
<ul style="list-style-type: none"> <li>• Must be a native Cantonese speaker and speak English fluently or very nearly fluently.</li> <li>• Must be very familiar with Hong Kong and/or Macau.</li> <li>• Must have at least a basic understanding of Hong Kong or Macau business or the gaming or integrated resort industry in Macau.</li> </ul>	
<b>Duties</b> (Note that <b>Part A</b> and <b>Part B</b> might be done by the same person, or two different people)	
<ul style="list-style-type: none"> <li>• <b>PART A:</b> <ul style="list-style-type: none"> <li>○ Translate around 1,250 English words between English and Traditional Chinese in Cantonese/Macau style each weekday before 10am (usually some content available the night before, some in the early morning, all available by 8am), for web publishing.</li> <li>○ Occasional ad hoc translations eg. emails, presentations, marketing materials and “what does this mean” brief summary translations of news articles, brochures, etc.</li> </ul> </li> <li>• <b>PART B:</b> <ul style="list-style-type: none"> <li>○ Translate 8,000 English words per month between English and Traditional Chinese in Cantonese/Macau style each month in approximately one week, for print publishing.</li> <li>○ For two months per year, the quantity is 15,000 and 20,000 English words instead of 8,000 words, but the working period is extended to approximately 2 to 2.5 weeks.</li> </ul> </li> <li>• <b>Note:</b> Approximately 90% of the work is English to Traditional Chinese and must be done to web (part A) or print (part B) publishing standard. The remainder is Chinese to English and must be “good first draft” standard for a native English-speaking Editor to finalise.</li> </ul>	