



## Translator Part time Job description

Alliance Française, Madras is looking for a highly motivated Translation cell Coordinator to work part time.

### **The responsibilities include:**

- Handling translations and managing update of templates and record of translations
- Receiving clients & following up with them
- Coordinating tasks with a team of 15+ translators
- Proof reading and quality control of all translations processed by cell
- Managing relations and report with reception/accounts/courier departments
- Prospecting for new clients and corporate clients
- Invoicing

### **Qualifications:**

- Master's degree in French or Level C1/C2 in French
- Excellent skills in French and English language in Business communication
- Certification in translation and 2 years of prior experience in Translation is a plus (English ↔ French)
- Excellent translation skills in French and English
- Knowledge of office tools (MS/Open Office)
- Good written and verbal interpersonal communication
- Experience in teaching
- Availability and adaptability during weekends highly preferred

Joining the Alliance Française teaching team also means continued access to excellent training courses organized by the cultural and linguistic cooperation network of the French Embassy and the AF network in India.

Preference given to candidates who already have an experience, training, certifications, diplomas or degrees in Translation and/ or the field of teaching French as a foreign language (FLE).

Send your CV and motivation letter, in French, to: [coursedirector@af-madras.org](mailto:coursedirector@af-madras.org)