

Saudi Arabia Jobs Expertini®

Translator

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Company: White & Case

Location: Riyadh

Category: arts-design-entertainment-sports-and-media

Translator Firm Summary White & Case is an elite global law firm serving leading companies, financial institutions and governments worldwide. Our long history as an international firm means we are perfectly placed to help our clients resolve their most complex legal challenges wherever they may be.

With lawyers and staff operating from more than 47 locations, working in virtually every country of the world, we have invested heavily in building a high-quality full-service practice competing at the top of the market. We are distinguished by our on-the-ground presence in the world's key financial markets and our strengths in handling complex cross-border work.

It's not just about our global network of offices and shared services centers; it's the global interconnectedness of the Firm that our people, and our clients, value most. We work well together across geographic and practice boundaries. It's one of the reasons we attract and retain cross-border work. And why we attract a diverse group of people.

Our lawyers are globally minded, enterprising, collaborative and committed to excellence. Diversity is a core value of our Firm and it has been recognized with numerous awards and top rankings around the world. Our people represent 90 nationalities and speak 80 languages. **Duties and Accountabilities**

Primary contact for all middle east translation queries.

Provide accurate and timely translation of a wide range of documents (both legal and non-legal) from both Arabic to English and English to Arabic, maintaining the original meaning, tone and context.

Proofread and edit translations for grammar, spelling, punctuation, and formatting.

Ensure that the translated documents are of excellent quality and free of errors.

Maintain up-to-date knowledge of linguistic and cultural nuances in both languages to ensure accurate translation.

Work with the Finance team to translate invoices including narratives.

Work with the Business Development team to translate client proposals, brochures and other marketing materials.

Work closely with project managers and other team members across all middle east offices to understand project needs, timelines, and deliverables.

Communicate efficiently and provide translation progress updates.

Coordinate with external translation providers, if necessary, to ensure timely and accurate delivery of work.

Maintain confidentiality and handle sensitive information in a professional manner.

Qualifications

A translation qualification and legal translation experience, ideally in a law firm.

Essential Job Requirements

Fluent in Arabic and English to a level that is necessary for the translation of legal documents is required, with an emphasis on grammar, vocabulary, syntax, and idiomatic phrases.

Understanding of legal terminology.

Experience working in a professional services environment.

Experience dealing with senior stakeholders and working autonomously.

Excellent communication skills – written and oral – and ability to work at all levels.

Flexible, committed and enthusiastic.

Strong attention to detail.

Team player.

Client-focused approach.

Effective time management and prioritization skills, along with the ability to meet deadlines under pressure.

Location & Reporting

Based in Riyadh, but supporting the wider Middle East.

The above is only a general description of the essential duties associated with this position and does not represent an exhaustive or comprehensive list of all duties.

Primary Location

:Saudi Arabia-Riyadh Expected Workplace: Onsite

Job Posting

:Mar 25, 2024, 9:15:54 AM

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