**JOB DESCRIPTION**

**Senior Officer**

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| Job title: Translation & intepretion Officer | | | | Job code: |
| **Company**: VPBank | **Department:**  **Interpreter team**  **Corporate Services Centre** | **Working location:**  Head Office 89 Lang Ha, ha Noi | | **Date of issued: Sept. 2018** |
| **Job purpose** *(Overview of overall responsibility)* | | | | |
| Translate document from Vietnamese to English and vice versa and be translator in executive meetings. | | | | |
| **Duty and repsponsibility**   1. **Translation (primary)** 2. Translate document at request of Team lead 3. Translate in the meetings (mostly simultaneously). 4. **Other tasks (minor) at request of Team lead** | | | **How and expected outcome**   1. Ensure deadline meeting, accuracy and speed of any related projects 2. Good service is provided | |
| **Requirements**   * Bachelor degree in English (preferably translation/interpretation), economic, banking-finance etc… * Excellent in English, be able to work as professional translator; IELTS at least 6.5 * Co-operate, creaitive and responsibility * Excellent client-facing and internal communication skills * Having at least 3 years of proven experience in simultaneous translation. * Experience in large banking /financial/ insurance company/ projects is a plus * Professional appearance | | | | |
| **Salary range: VND 20mil ++++, depending on background and readiness to serve** | | | | |