**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

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| **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
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| **Salary range: VND 20mil ++++, depending on background and readiness to serve** |