

CONYERS

Job Title	Translator
Location	Hong Kong
Department	Legal
Date	26 October 2021

Conyers is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The firm advises on Bermuda, British Virgin Islands and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

Translator

We are currently seeking for high caliber candidates to join our Legal team for the position of Translator.

What Will You Do

- Read given material and research the legal terminology
- Convert legal documents and marketing materials from English to Chinese or vice versa
- Ensure translated content conveys original meaning and tone
- Cross-reference specialized dictionaries and translation tools to check quality of translation
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Follow up with internal team members to ensure translation meets their needs
- Estimate the time needed for translation services offered
- Edit content with an eye toward maintaining its original format (e.g. font and structure)

What You'll Need

- Degree holder with at least 2 or more years of solid experience in a law firm
- Proven work experience as a Translator or similar role
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors
- Good knowledge of content editing tools
- Ability to work to deadlines
- Attention to details
- Good team player with responsible and flexible personality.

To apply, please send your CV to jodie.lok@conyers.com.