



ORCO S.A., OPERATIONAL RESEARCH CONSULTANTS
Translation & Localization Department

6, Vas. Sofias Avenue, Athens 106 74, Tel: +30 210 72 36 001-2, Fax: +30 210 72 49 124, E-mail: info@orco.gr, <http://www.orco.gr>

ORCO S.A. is a leading localisation company based in Athens offering a full range of high-level technical translation and localisation services for more than 15 years. We are currently looking for in-house personnel to undertake the following role:

JOB TITLE **In-house Reviewer, Full time position**

DESCRIPTION

The Reviewer works with Translators and Project Managers to ensure that projects meet the desired quality

RESPONSIBILITIES

Reviewing involves specifically:

- Comparison of the translated text with the source text
- Verification of factual statements
- Correction of syntactical, grammatical, spelling, punctuation and linguistic mistakes (grammar, spelling and punctuation) in target language
- Completeness and accuracy in comparison with the source text
- Collaboration with production teams to create, implement and maintain appropriate client- or project-specific procedures, glossaries and instructions
- Resolve linguistic issues questions and issues in a timely and effective manner for translators

QUALIFICATIONS

- BA or BS Degree
- Excellent written and oral communication skills in Greek and English
- PC literate with good MS Office skills
- Knowledge of at least one CAT tool such as SDL Trados or Idiom WS
- Motivated team-player with a flexible attitude
- Ability to multi-task on several projects simultaneously
- Organised approach to work with keen attention to detail
- Ability to work under pressure in a deadline-driven environment
- Experience with QA tools & processes would be considered an asset
- Localisation experience and/or extra language skills a plus

***Applicants should send their detailed resume by e-mail at lnik@orco.gr
For further information contact Mrs Liana Nikolaidis at (210) 7236001/2***