



JOB DESCRIPTION

TECHNICAL TRANSLATOR

(ES<>EN)

Department
Supervisor
Office / Country

R&D
Documentation & Localization Manager
Miñano (HQ Spain)

ROLE OUTLINE

The Technical Translator will perform technical translations, technical writing, editing, and proofreading of documentation related to Enterprise Resource Management (ERP), CAD/CAM Software Systems, and technical documentation generated in Lantek.

DUTIES & RESPONSIBILITIES

The main duties are:

- Localize all in-house software through the multilingual translation and context adaptation of the contents and functionalities of our applications.
- Ensure all documentation is updated in conjunction with product changes and releases.
- Translate and manage all existing documentation on resources, programs, applications, and developments in the R&D area.
- Perform the technical writing of Lantek portfolio tutorials, manuals, and help.
- Perform Quality Assurance (QA) and proofread software terminology and documentation.
- Manage cross-departmental translations:
 - Finance Department: *Agreements, certificates, records, proceedings, official documents, sworn translations, etc.*
 - Sales Department: *Project Agreements, Non-Disclosure Agreements, Distribution Agreements, SDIA, SMSA, SULA, etc.*

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- Marketing Department: *Annual Global Release, Technical Press Releases, Website contents on products, etc.*
- HR Department: *RGPD documentation, external communications, etc.*

EDUCATION & EXPERIENCE

- Degree in Translation and Interpreting.
- Proficiency with MS Office suite of tools.

SKILLS & ABILITIES

- Lantek's **Core Competencies**:
 - Team Work & Collaboration
 - Commitment & Responsibility
 - Innovation & Speed
 - Adaptability & Flexibility
 - Problem Solving & Decision Making
 - Initiative & Proactivity
- Proficiency level of English. Knowledge of German, French or other languages will be a plus.
- Good organizational and time management skills.
- Good communication skills.
- Creativity and attention to detail; ability to generate new ideas, think outside the box, be curious about acquiring new knowledge, and question established processes and procedures.