

# TECHNICAL TRANSLATOR (ES<>EN)

Translation Internship

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## ABOUT US

Lantek is the global leader providing **software systems** and solutions to companies manufacturing parts with sheet metal, tubes, and structural steel. From small workshops to international multi-plant corporations, Lantek systems are present in every kind of industrial factory.

Lantek has **more than 35 years of experience** and **more than 270 professionals** spread around the world. Our offices are present in **more than 15 countries worldwide**, besides a significant presence in **Spain**, where **HQ** located.

Lantek is a key partner in **Digital Transformation** for metal processing companies. We help our customers to achieve their **Industry 4.0** goals with leading products and services, provided in an open multivendor platform.

## ABOUT THE ROLE

Reporting to the Documentation & Localization Manager, 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.
  - 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.

***If you want to join a dynamic and expanding corporation, working in a sector with a great potential for development on a global level which, here you have your best opportunity!!***

