

## SUNGDO ENG USA, INC

### **JOB DESCRIPTION**

**JOB TITLE: Translator Staff**

**JOB TYPE: Full-time (8 Hour shift, Mon- Fri)**

**DEPARTMENT: N/A**

**SALARY: \$ 50,000 ~ \$ 70,000**

**LOCATION: Kokomo, IN**

### **RESPONSIBILITIES**

- Translating documents both in Korean to English and English to Korean
- Proofreading and editing documents and reports (ensure grammar, smooth expressions)
- Providing parties with clear and exact translations of written materials, and interpretations of verbal communication with no additions or omissions.
- Coordinate meetings, sending emails to external companies or any other interested parties
- Recording meeting minutes (MOM) and the agenda for meetings, daily activity logs and other documentation.
- Researching project related information (news monitoring, searching for information of contractors, etc. information required for the project)
- Supporting the Project Director
- Supporting the Project Team with daily, weekly, monthly reports, databases, and any other reports
- RFI for each construction, Submittal Follow up when needed
- Assumes other responsibilities as assigned by the Company

### **QUALIFICATIONS**

- Korean/English bilingual is a must (Native proficiency including writing and reading)
- 2-3 Years of experience required in any office/site environment (engineering degree preferred but not mandatory, experience working in a Korean company or working as an interpreter preferred)
- Strong ability to multitask and complete deadlines

- Excellent interpersonal, collaboration, and communication skills
- Demonstration of strong compliance to procedures and guidelines
- Ability to work effectively in a fast paced, demanding environment with a mixed culture
- Highly organized with exceptional attention to detail and follow-ups
- Demonstrate a comprehensive grasp and/or high interest in the plant industry terminology, idiomatic expressions, and contextual usage for effective interpretation/communication
- Having strong ownership and having a proactive attitude with a risk-managing mindset
- Analytical thinking and demonstrated ability to solve problems
- Proficiency in MS Office, PDF Programs (especially Excel)

## **BENEFITS**

- Health Insurance (Health, Dental, Vision) :50% Support
- Housing provided.
- Transportation provided.
- 401K – 3% Matching
- PTO – 10 Days/ Yearly
- 10 Paid Holidays
- Meals provided (Lunch/overtime dinner)
- Free snacks and drinks in the office

