

SAMSUNG ENGINEERING AMERICA CONSTRUCTION LLC JOB DESCRIPTION

JOB TITLE: Interpreter/ Translator

DEPARTMENT: Project Control Team

REPORTS TO: Field Control Manager, Project Manager(P/CM), Project Director (PD)

LOCATION: Taylor, TX

JOB OBJECTIVES

- Responsible for the interpretation in meetings and translation on documents for the smooth progress and completion of the construction project
- Translating information in Korean and in English, verbally or in writing

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acting as the interpreter between SEAC, SAS(client company), collaborating companies, and subcontract companies in meetings that are held at least 2-3 times a week (could vary)
- 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/Requirements

- 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)

Desirable/Preferred Skills

- BA/BS degree or equivalent practical experience of related field
- Experience in manufacturing/construction projects
- Experience in overseas/domestic EPC project experience
- International and multi-cultural experience a plus
- Ability to work in a multi-cultural surrounding
- Familiarity with programs such as Trimble, Procore

(Additional)

- A person who has no difficulty commuting to and from the field office
- A person who can work overtime if necessary for job performance
- A person who can work on weekends if required