

No : 002/SKL/PeMad/I/14
Hal : Permohonan
Lamp : 1 lembar Lowongan Pekerjaan

Yogyakarta, 7 Januari 2014

Kepada Yth,

Kepala BAAK
Universitas Atma Jaya Yogyakarta
di tempat

Dengan hormat,

Bersama ini kami sampaikan permohonan pemasangan iklan lowongan untuk posisi *In-house Translator* di perusahaan kami. Iklan lowongan tersebut akan dipasang di papan pengumuman Universitas Atma Jaya Yogyakarta.

Demikian surat permohonan ini kami buat untuk dapat digunakan sebagaimana mestinya.

Atas bantuan dan kerjasamanya kami ucapkan terimakasih.

Hormat kami,



Yuvita Sumaryati, S.E.
Director

CAREER OPPORTUNITY

at PeMad International Translation

“IN-HOUSE TRANSLATOR”

We are currently seeking a full-time (5 days a week), in-house English <> Indonesian translator to join our team.

Duties will include:

- Translate various types of texts from and into Indonesian and English
- Participate in linguistic consultations, in compiling and updating glossary and in reviewing completed translations

Requirements:

- Min. S1 graduate qualifications, preferably in English. Fresh graduates are welcome.
- Must have experience in translation and/or localization.
- High level of spoken and written English language skills.
- Computer and Office Software literate.
- Excellent time management and attention to details.
- Knowledge on Computer Aided Translation Tools technology is a plus.
- Experience as an Interpreter is a plus.

Company description:

PéMad is an Indonesian translation agency, specialized in Indonesian, Javanese, English, Malay, Japanese, Tagalog, Thai, Vietnamese, Chinese, German, and Tetum translation. Our client consists of international translation agencies, multinational companies, non-government organization, and individual clients from all over the world. For more details about us, go to <http://www.pemad.or.id>.

Candidates should send a CV and a cover letter detailing their experience to date and why they would like to work at a translation business. They should also indicate the number of words they are able to translate per day and their areas of expertise (e.g. law & legal, IT, engineering, economy, science, etc.).

Send your application, resume, and other supporting documents to:

By Mail: PeMad International Translation, Jalan Damai Mudal RT/RW 01/19
Sariharjo Ngaglik Sleman Yogyakarta 55581

By Email: info@pemad.or.id

Closing date: 24 January 2014

Only short-listed candidates will be notified.