
Vacancy

Translator from German into English (native speaker), French and/or Spanish (f/m/d)

The German Federal Chamber of Notaries (Bundesnotarkammer) is a corporation under public law with headquarters in Berlin and offices in Brussels and Cologne. We represent the interests of German notaries worldwide and participate in both national and European legislative procedures.

We are a member of the Council of the Notariats of the European Union (CNUE) as well as the International Union of Notaries (UINL) and follow the global developments of the notarial profession closely in Brussels, particularly with regard to the role of notaries as consumer protection experts and in combating money laundering.

We are looking for a dedicated translator to assist our team in Brussels on a full-time basis as soon as possible. We are offering a one-year, fixed-term contract with the possibility of renewal.

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Your future role

- You will support our language team by translating, correcting and proofreading texts in connection with the professional-political function of the Bundesnotarkammer on a European and international sphere.
- You will translate from German into English, French and Spanish.
- The texts range from general to legal in nature and cover a wide range of topics with varying degrees of difficulty.
- In addition to your work as a translator, you will undertake tasks pertaining to general assistance. This includes the proactive, conscientious and independent handling of routine correspondence as well as filing.
- Furthermore, you keep an eye on the daily business, set reminders and follow-ups and manage calendars.
- In addition to other general secretarial tasks, you are also responsible for organising the travel of the notaries.

Your profile

- You have obtained a University degree (Bachelor, Masters, Diploma or equivalent) in either translation or interpreting.
- You are a native English-language speaker with fluent German and have very good French and/or Spanish skills.
- You have an eye for detail and are able to produce accurate translations, even under time constraints.
- You work reliably, are committed to delivering a top performance and take responsibility for your work.
- You can work well in a team and have excellent communication skills.
- You work independently, have a structured and proactive working style and manage to stay focused, even in stressful situations.

Desirable skills

- We welcome experience with SDL Trados Studio.

What we offer

- A diverse and challenging job in an exciting, international environment.
- An attractive salary with an expatriation allowance.
- A modern working environment and a crisis-proof job.
- An open and friendly atmosphere in the office.
- Additional benefits, such as a monthly ticket for local, public transport.
- Excellent public transport accessibility to our office in the European Quarter in Brussels.

How to apply

Please send your detailed and complete application, including your remuneration expectation and earliest possible start date, via email to bewerbung@bnotk.de. Please use the subject heading "Translator application" and bundle your application documents into one PDF file. Should you have any questions regarding this job specification, please direct your queries to buero.bruessel@bnotk.de using the same subject heading.

Bundesnotarkammer
Mohrenstr. 34
10117 Berlin
Phone: 004930-38 38 66-0

www.bnotk.de