

## **JOB DESCRIPTION: CHINESE INTERPRETER**

### **Job Responsibilities:**

- Provide daily interpretation services for conversations between executives and employees, meetings, discussions, and inter-departmental exchanges.
- Translate contracts, documents, papers, and certificates.
- Accurately translate, organize, and store records while ensuring precision in each translation.
- Support superiors in monitoring work progress and completing tasks assigned by management.

### **Requirements:**

- A degree from a college or university in Chinese Language or a related field.
- Proficiency in all four Chinese language skills: Listening, Speaking, Reading, and Writing (HSK Level 5 or higher).
- At least 1 year of experience in translation.
- Proficient in office software (Word, Excel, PowerPoint, etc.).
- Strong communication and teamwork skills.
- High sense of responsibility, ability to keep company information confidential, and a friendly, sociable personality.
- Ability to work under pressure.

### **Benefits:**

- **Salary:** 12,000,000 - 15,000,000 VND (based on experience and ability)
- 2-month probation period.
- Full participation in mandatory benefits: social insurance, health insurance, unemployment insurance, and paid holidays according to the law.
- Work in a dynamic and friendly environment with supportive colleagues.

**Working Hours:** 8:30 AM - 5:30 PM (1-hour lunch break)

**Location:** 267 Pham Van Dong, Ward 1, Go Vap District, Ho Chi Minh City