GGS Technical Publication Services

Translator

**JOB SUMMARY:**
Dynamic individuals with strong linguistic skills to join our team of in-house and freelance translators. Qualified applicants must have native fluency in the target language, and an excellent command of the English language.

Target Languages: Spanish, Russian, German, French, Italian.

**JOB SPECIFICATIONS**
Education and/or experience:
- Bachelor’s degree with specialization in area of translation
- Language certification.
- At least 4-6 years experience as translator
- Knowledge of electrical and/or mechanical terminology
- Must have access to PC with MS Office Suite programs, high speed internet, phone, and fax.
- Experience with desktop publishing software.
- Translation memory experience, specifically TRADOS.
- Contract translator must be independent and able to work under tight deadlines.
- Willing and flexible to be available for projects on short notice.

Parts Lister - Technical Illustrator

**JOB SUMMARY:**
Prepares new and revised technical illustrations, charts, parts lists, or other related materials for technical manuals, user manuals, compact discs, or other related publications from customer-supplied materials using various software programs.

**PRIMARY DUTIES & FUNCTIONS:**
- Creates and enters standard descriptions for parts numbers into the computer database according to customer specifications. Modifies parts lists and corresponding art so that they are accurate.
- Marks up existing art according to engineering changes for illustrator to complete.
• Enters new and/or missing information from microfiche or customer-supplied engineering materials into computer database system.

• Runs book or compact disc audits through the database to identify any remaining problems, inconsistencies, and/or missing data within orders. Enters missing information and makes appropriate corrections to database according to system audits.

• Compiles parts lists and illustrations to print books or burn compact discs using various software programs. May conduct a brief quality assurance review of book/compact disc upon completion.

• Records billing codes for parts lists and illustrations according to changes made.

• Occasionally interfaces with engineers and technicians to become familiar with parts installation and operation methods presently utilized.

• Prints engineering drawings and microfiche from customer database or other customer-supplied materials.

• Researches vendor catalogs for art and parts listing information.

• Creates new isometric illustrations using engineering specifications.

• Researches database or microfiche for existing illustrations that will meet customer requirements for new art, in order to save time and increase productivity. Adjusts parts list to match existing art.

• Modifies and updates lineweight and fonts of existing art according to parts lists and engineering schematics.

• Scans photographs and microfiche onto the computer so as to trace for the creation of line art.

• Completes required paperwork accurately and timely.

• Reacts effectively to change and performs other related duties as directed.

Education and/or Experience:
Requires high school level education or equivalent in addition to vocational, career, or related technical studies in computer drafting or technical illustration. Must have a fundamental understanding of engineering and at least 6 months of experience interpreting blueprints and detailed engineering specifications. Must have the ability to use advanced mathematics. May need to use several precision measuring instruments as well as general-purpose machines. Must be proficient with a personal computer, copier/duplicator, and various software including desktop publishing, spreadsheet, word processing, illustration, and database programs.

Interested send resumes to Karen Birzes at Karen.birzes@ggs.com