

Job Title	Proofreader – 12 months FTC
Located	Luxembourg
Reports to	Team Leader Proofreaders & Translation Coordinators

Help shape the future of intellectual property. Marks & Clerk LLP is the leading and largest firm of Patent and Trade Mark attorneys in the UK and a major worldwide actor with an international group of 15 offices worldwide.

Role purpose

The Proofreader will play a crucial role in the validation process of patents by ensuring the best quality of the translated documents.

The primary responsibility of the Proofreader is to proofread and translate patent texts accurately.

This is a temporary contract for 12 months starting as of September 2024.

Principal responsibilities

Proofreading & Post-Editing

- Proofreading patent translations into one or more languages and controlling the quality of translations.
- Post-editing of machine translations.
- Handling any ad-hoc projects or tasks, if and when needed, as may be appropriate.

Translation

- Translating patent specifications or parts of patent specifications into one or more languages.
- Ad-hoc translations of legal documents or others.

Other

- Performing quality checks on various types of translations.
- Creating Term Bases and Glossaries.
- Participating actively in the creation or modification of internal procedures.
- Assessing the quality of external translations.
- Creating alignments, if and when needed, as may be appropriate.

Technical knowledge, professional qualifications and experience

The successful candidate will have:

- Previous experience in a similar position.
- Master's degree or equivalent in translation, languages or extensive and proven experience in scientific/patent translation.
- Trilingual proficiency in English, German, and French. Dutch would be a plus.
- Ability to proofread into English, French, and German.
- Good knowledge of MS Office (Word, Excel, PowerPoint and Outlook).
- Good knowledge of CAT tools (MemoQ).

In addition, the successful candidate will be able to demonstrate:

- Professional and friendly attitude.
- Excellent communication skills with internal and external stakeholders.
- Excellent time management skills to prioritize tasks and meet deadlines.
- Excellent attention to details and the ability to multitask.
- Ability to work independently and as part of a team.

Remuneration and benefits

- Competitive salary dependant on experience
- 28 days' annual holiday, plus statutory holidays
- Complementary health insurance and life insurance
- Lunch vouchers
- Flexible working hours
- Hybrid working arrangement according to local legislation
- Training and development opportunities