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Rue Montoyer 3 - 1000 Bruxelles



TRANSLATOR - EDITOR (Brussels)

Job Description

Primary Location:

Brussels

Schedule:

Full Time

Gross Salary (Pay Basis):
between **€ 3.874 & € 4.041**
monthly, according to the
relevant experience

Closing date:

October 31st, 2023

Start of the job:

January 2024

What do we offer?

- Genuinely meaningful work in support of Belgian international trade
- A long-term contract with a competitive monthly salary between **€ 3.874 and € 4.041** as well as an end year bonus. Meal vouchers, public transportation fully covered by the employer.
- Excellent health coverage
- Generous annual leave of 26 days minimum (depending on the age) plus official holidays
- Pension Scheme
- Teleworking on a part time basis (60%)

The Belgian Foreign Trade Agency (BFTA) is a public institution founded under the Cooperation Agreement of 24 May 2002 between the Federal Authority and the Regions. It is managed by a Board of Directors whose Honorary President is His Majesty the King. It acts as a vast platform in which the Federal competence of international relations and the regional competence of foreign trade meet.

The translator – editor will be cooperating closely with the management and all the departments of the Belgian Foreign Trade Agency.

This function is essential, as the translator – editor will contribute to the quality of documents, reports and publications of the Agency and hence ensure its good image.

Concrete tasks include:

- Editing texts related to various topics in an elegant way, and offering a linguistic support to the colleagues.
- (Re)writing texts which will allow the general public and partners to understand the Agency's activities clearly.
- Proofreading, assessing and if needed amending existing texts or publications. Making proposals for improvements in a constructive way.
- Translating documents in various fields while respecting quality standards and meeting deadlines.
- Taking notes during internal and external meetings and drafting reports of in support of the management.
- Occasionally conducting video interviews.

QUALIFICATIONS AND EXPERIENCE

Essential:

The incumbent must:

- possess a university or higher education degree in translation or interpretation, Faculty of Arts or a relevant discipline (communication,...);
- have a maximum of 3 years of relevant experience ; knowledge of translation tools is a plus
- native speaker Dutch, with an excellent level of French (ideally bilingual) and English
- demonstrate a capacity to write in Dutch, French and English with good grammatical knowledge and with a correct spelling
- have excellent communication skills, both orally and in writing, and be able to draft clearly and concisely
- look for the correct words or wording whenever editing a text
- have experience in writing texts related to the economy or international trade
- be able to work independently and professionally and be a multiskilled worker
- discretion is required

Desirable:

The following would be considered an advantage:

- Experience / knowledge of the Belgian institutional context