

Open Position: Formatter (Freelance Desktop Publishing Staff) **Part Time, as needed**

Description

Language Intelligence is seeking highly motivated individuals capable of performing various desktop publishing tasks in translated documents. Strong attention to detail is required. The position involves working with other staff members to prepare content for translation and to finalize translated materials for delivery to clients. Due to our fast-paced work environment, applicants must be able to learn new skills quickly and have the ability to shift from one task to another. Fluency in or experience with foreign languages is a big plus!

Responsibilities

- Adjust layouts of translated documents to match the look and feel of the English source
- Prepare content in various file formats for translation
- Communicate with Project Managers and Technical Staff to resolve various localization issues

Qualifications

- Strong proficiency with Microsoft Word and Microsoft PowerPoint
- Experience with Adobe InDesign and/or Adobe Framemaker (preferred but not required)
- Strong attention to detail
- Ability to quickly learn new software applications and skills
- Excellent English communication skills

About Language Intelligence

Language Intelligence, founded in 1988, works with clients who market their products worldwide and need translations into a multitude of languages. You will be joining a dynamic team of professionals in a work environment that promotes individual initiative, drive and excellence.

We offer a competitive compensation package, including health care benefits and a retirement plan.

If you are interested and meet the above qualifications please submit your resume/cv to:

hr@languageintelligence.com