



AUSTCHAM CHINA INTERNSHIP PROGRAM TRANSLATION & INTERPRETING SERVICES ASSOCIATE (BY CORRESPONDENCE)

Key Responsibilities

- Assist senior management with the translation of key industry and policy updates for China-Australian business community.
- Liaise closely with Digital Marketing Associates to enhance the quality of bilingual digital marketing content and information products
- Provide Member and strategic partner organisations with key translation and interpreting services as required
- Assist senior management with the design and facilitation of AustCham's new translation and interpreting services program
- Assist AustCham with the coordination of translation and interpreting services for key events and projects such as visiting government delegations, trade fairs and exhibitions
- Post-edit weekly industry and market reports, articles and Member-related content
- Represent AustCham China through bilingual webinars, podcasts and other online events with existing Members, prospective Members and strategic partners, and provide translation and interpreting services when needed
- Assist senior management with additional administrative tasks as directed

Selection Criteria

- Currently undertaking Bachelor's degree or equivalent (minimum) in a related field
- Native of either English or Mandarin Chinese and near native competency in other
- Demonstrated interest in Australia-China relations
- Excellent verbal and written communication skills
- Strong post-editing and content management skills
- Ability to use MT and other translation technologies efficiently and accurately
- Strong work ethic and aptitude for excellence
- Understands the considerations and values of a non-profit NGO
- Ability to work independently and effectively within a cross-cultural small team virtual environment

Internship Availability

- Full-time internships preferred, however we are open to part-time internships. If part-time, interns will need to be available for a minimum of 20 hours between Monday and Friday during business hours.

AustCham China

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