

CHINESE TRANSLATOR / MALAY TRANSLATOR

(for Pooling Only)

Terms of Reference

Job Description and Responsibilities

- Convert text and audio recordings from English to Bahasa Melayu / English to Chinese, and vice versa
- Ensure translated content conveys original meaning and tone
- Prepare subtitles for videos and online presentations
- Cross-reference specialized dictionaries and translation tools to check quality of translation
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Follow up with EION team members to ensure translation meets their needs
- Edit content with an eye toward maintaining its original format (e.g. font, structure and style)

Job Scope

The following files/documents are some examples of the written works that will be translated and assigned to you.

1. Knowledge/E-learning articles for posting on EION's Knowledge Hub page
2. Articles for posting on EION's Events Page
3. Subtitles of mini-course videos and other video/audio recordings
4. A collection of Motivational Quotes
5. Facebook and Social Media Content
6. Event booklets, detailing aid, promotional teasers, etc.

Qualifications

- Must be fluent in written English and Bahasa Melayu or Chinese-- should have a good command of the English, BM and Chinese grammar
- Must submit proof of previous translation work or pass the skills test to be conducted by the recruiter or representative of the company
- Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors
- Familiarity with some technical terms used in the investment industry, particularly in the gold investment field, is an advantage
- Should have excellent time-management skills
- Additional certification in the required language is an advantage

To know more about this, visit <https://eionmanagement.com/careers/>. If interested, please send your updated resume to: maya.gotis@eionmanagement.com (cc:

careers@eionmanagement.com) with *SUBJECT: Application for part-time translation job.*
You can also contact us at +60 16-401 7723.

About EION Management Sdn Bhd

We are a Global Gold Investment Management Company that is set out with the sole objective of providing top-notch gold investment management services for local as well as international clients from different regions all over the world.

For more about us, click [here](#).