

# Role Description

## Translator (Phnom Penh)



### Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory expertise developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

We are seeking an enthusiastic, experienced and capable individual to join us as a **Translator** based in Phnom Penh, Cambodia.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

<b>Reports to:</b>	Senior Translator, Partners, MD/DMD, and any supervising legal adviser
<b>Key external relationships:</b>	Translation companies
<b>Key internal relationships:</b>	Legal staff, translator and all staff of the office
<b>Salary range:</b>	Competitive, varying based on the qualifications and experience of the successful applicant.
<b>Position type:</b>	Full Time – Regular
<b>Applicants eligible:</b>	Local residents
<b>Working Hour</b>	Mon-Fri, 8am – 12pm and 2pm – 6pm
<b>Location:</b>	Phnom Penh, Cambodia

### Main duties of the role:

#### Translator

- Translate legal and commercial document from Khmer to English and vice versa;
- Type document in English and Khmer;
- Collect document, regulations and law if necessary;
- Assist with file & document management and library maintenance;
- Assist legal information officer in producing legal update (summarize & collect laws, regulations) and weekly legal update E-mailing; and
- Other tasks not specifically listed in this document may be assigned from time to time.

**Excellence · Creativity · Trust**  
Since 1994

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### ***Skills, Knowledge & Experience Required: (“Selection Criteria”)***

#### **Essential:**

- Holds a Bachelor Degree of Law or related field;
- Has knowledge of legal terminologies;
- Has excellent communication skills in spoken and written English;
- Strong listening skills and attention to detail;
- Demonstrates the ability to take the initiative and pay close attention to detail;
- Honesty, reliability, and a commitment to strict confidentiality;
- Is self-motivated and is committed to self-improvement; and
- Microsoft Office 2007 or 2010 – Word, Excel and Outlook.

#### **Desirable:**

- Prior experience working in a large company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

#### **Contact Details**

##### **DFDL Mekong (Cambodia) Co., Ltd.**

№ 30, Norodom Boulevard, 4th Floor BRED Bank Building, Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

Application shall be emailed to: [careers@dfd.com](mailto:careers@dfd.com)

Website: [www.dfd.com](http://www.dfd.com)

Telephone: +855 23 210 400

Link to our online job announcement: <https://dfd.workable.com/jobs/1040688>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate’s interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team.

Please note that this position is open until filled.