

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.

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

Website: 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.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.