

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Date of last revision: July 2018

Job Title: Doc Admin - Translator

Reports To: Ben Zhao

Department: Operations

Status: non-exempt

Completed By: HR

Part II – Position Objective

To assist in the document translating for customers from English to Mandarin

Part III – Job Responsibilities

Essential Duties

1. Translate emails, manuals, drawings and other documents between Mandarin and English
2. Upload drawings and documents to an FTP site (file transfer protocol)
3. Other administrative or document admin tasks as need

IV – Knowledge, Skills, Education

Knowledge, Skills, Education

1. Fluent in English and Mandarin, with excellent written and verbal communication skills in each language
2. Proficiency with MS Outlook and Word
3. Ability to be on call after hours and provide translation services as needed
4. Has experience doing document administration or control for manufacturing
5. Ideally has some technical aptitude or experience

V – Physical Requirements

The job requires the following less than 1/3 of the time:

1. Standing
2. Walking
3. Reaching with arms/hands
4. Climbing or balancing
5. Stooping, kneeling, crouching or crawling
6. Talking or smelling
7. Lifting or moving up to thirty pounds

The job requires the following 1/3 – 2/3 of the time:

1. Sitting

The job requires the following more than 2/3 of the time:

8. Using hands

9. Talking

10. Hearing