

Welcome to the team as

## Junior Translator - Writer and Proofreader

Lodz, Poland



### Tasks

- Perform and take responsibility in translation and proofreading of documents in German and English
- Translate and maintain technical documents (e.g. online help, user and operating manuals, security concepts and training materials)
- Set and apply standards in document production
- Improve existing documentation

### Main skills

- Non or first working experience in writing and proofreading of business and/or technical documents in English and German
- Good knowledge using SDL Trados or equivalent translation tools
- Good knowledge in using MS office tools (Word, Excel, PowerPoint and Outlook)
- Ability to deliver documents on time and in high quality

### Additional Skills

- Ability to understand technical requirements and/or willingness to learn technical terms
- Good communication skills within an international working environment

### Foreign Language Skills

- C1 levels in Polish, English and German is mandatory

### Soft skills/Attitude

- Open for conational business travel to Germany
- Self-driven quick learner
- Good problem solving ability and target orientation
- Customer orientation and team working attitude
- Ready to work in an open space office environment

### Company

Commerz Systems (CS) is an independent IT company that plays a key role in the success of the Commerzbank Group as the central service provider for application development and operation.

Together with the more than 740 employees at the Eschborn, Bremen, Prague and Lodz locations, Commerz Systems offers a broad range of services in the fields of software development, maintenance, and IT operations. Technologically, the entire spectrum of current software architecture – from the established mainframe to highly specialized web applications and apps – is covered. Commerz Systems supports the private, entrepreneurial, and corporate customer business as well as all central functions of Commerzbank.

### Employee benefits

- English and German courses
- Technical trainings and workshops
- Medical care package
- Modern canteen and lunch at premises
- And others...

### Contact

Please submit your application to our team at [recruitment.lodz@commerzsystems.com](mailto:recruitment.lodz@commerzsystems.com) adding the following statement: "I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2002, item 1182 as amended."