

English Translator Warsaw

Are you a professional English Translator looking for a new challenge? Keen to work in a professional services law firm? We are looking for an English Translator to join our established team based in Warsaw.

Our office

The Squire Patton Boggs Warsaw office combines the talent of some of the most experienced lawyers in Central and Eastern Europe to provide clients with the comprehensive legal representation they require. Recognized as authorities in their fields, our Warsaw lawyers serve as advisers to the Ministry of Justice on legal reform and to the National Bank of Poland. They have been recognized by leading guides such as Chambers Global, Rzeczpospolita, Chambers Europe, Legal 500 Europe, IFLR1000 and Best Lawyers in Poland. Collectively, our lawyers speak Polish, English, French, German, Italian, Portuguese, Russian and Spanish.

Our Warsaw office forms part of a strong and long-established Central European practice, which includes offices in Bratislava, Budapest and Prague. Our offices regularly work together on cross-border, multijurisdictional transactions for multinational corporations and financial institutions.

Our opportunity

As a Translator, you will be responsible for English-Polish and Polish-English translations, both written and verbal. You will be dealing with the Management and other Lawyers. The role requires a high level of organization, with excellent attention to detail and ability to prioritize a range of competing tasks. You must be able to manage your workload effectively.

You

In this role, you will need:

- an university degree in English studies, sworn translator's licenses will be an advantage;
- speak & write fluent and impeccable English and Polish (will be verified in an interview);
- have experience as a translator. Experience in law firm will be an asset;
- to be strong in delivering results often to tight deadlines and with excellent self-organization and a flexible approach;
- to be very precise, reliable, hard-working and strongly motivated;
- to be computer and MS-Office or similar software literate;

Squire Patton Boggs is committed to equal opportunity for all. We may collect relevant data for monitoring as part of our candidate registration process.