

Position Title: *Hindi Translator*

A translator translates documents and announcements for the Siddha Yoga Philosophy and Culture area as well as other departments when needed.

Responsibilities include:

- Translation of documents from Hindi to English and English to Hindi
- Hindi and English typing
- Ensuring the accuracy of translated documents
- Documentation of all translations
- Maintaining a reference library of dictionaries for different languages

Qualifications include:

- Excellent English and Hindi language skills (writing, reading and speaking)
- Hindi typing
- Good computer skills: Microsoft Word, Excel, Outlook
- Past experience in translating
- Attention to detail