

Colombia Jobs Expertini®

Language Service Associate (Bogota)

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Company: Dialectica

Location: Bogotá

Category: other-general

About Dialectica

Founded in 2015, Dialectica is an information services start-up that innovates how business professionals share knowledge and gain access to primary research worldwide. Dialectica partners with the world's leading investment and consulting companies, enabling them to collect real-time information and market insights from industry experts across markets, industries, and regions.

Guided by its mission to achieve unparalleled customer recognition, Dialectica is building the most trusted and innovative knowledge-sharing platform in the world. Every day Dialectica works on its aspiration to be a truly industry-leading organization by attracting and cultivating ambitious talent based in Athens, Montreal, Vancouver, Athens, London,. Dialectica plans to have a strong presence across the world with more than 1,000 team members in the coming five years.

Dialectica has been recognized as one of Europe's fastest-growing companies for 2021 by the Financial Times and as the 9th Best Workplace in Europe in the Great Place to Work® 2021 list.

About the Role

As a Language Services Associate you will be responsible for delivering best-in-class, accurate and timely transcription content. You will be responsible for the timely production of high quality English language transcripts concerning sophisticated business issues and will also produce high quality summaries with the most important interview insights in a condensed, digestible format.

You will work alongside and collaborate with our Client Service Team to deliver high quality transcript content for our global management consultancy and private equity clients. As a Language Services Associate your scope of responsibility will also include designing and developing operational practices to enable us to efficiently scale up our language services operations. Candidates must be comfortable & confident transcribing sophisticated business English language quickly and accurately, have a high attention to detail and good research skills.

Requirements

The ideal candidate will possess:

2 - 4 years of working experience.

Solid knowledge and ability to engage in different content/linguistic tasks

Excellent English grammar skills and high attention to detail

The ability to meet 99% transcription accuracy

Skill in synthesizing key findings into a condensed summary and creating sections in line with the main interview subject matters (e.g. Competitive Landscape, Market Size, Product Overviews, Regulatory Concerns etc)

Strong dedication and ownership to meet project deadlines on time

Ability to follow an intelligent verbatim style guide and use content to inform wording

Fluency in a second language (i.e. French) and / or experience with accented English is considered a strong asset

Highly proficient at researching business terminology

Interested in developing commercial acumen, business knowledge

Attracted by the opportunity for professional development as we grow our scope of Private Equity Content operations

Benefits

Competitive compensation package

Private medical & life insurance

Learning and development opportunities

Reward and recognition programs

Company sponsored team-bonding events

Weekly health and wellness activities (e.g. basketball, football, yoga, running)

Free snacks and beverages

Entrepreneurial culture and amazing coworkers!

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