

As a worldwide leader in the financial services sector and a global player, Allianz is present in more than 70 countries. The customer focus, commitment and professional approach of its more than 170,000 employees have helped lift the Allianz Group to the pre-eminent ranking it enjoys today. In a global organisation with employees from a wide range of nationalities and cultural backgrounds in which English is the corporate language, communication plays a vital role in keeping operations running smoothly. Translation is therefore key to the overall success of the company.

To lead our team of staff translators we are looking for a highly-qualified German-to-English translator with English as his or her mother tongue and several years of experience of translating texts from the fields of finance, insurance, law or related subjects. We are searching for an

### **Head of Translation Service (m/f)**

Your responsibilities:

- German-to-English translation of a wide range of documents, contracts and other texts, mainly, but not only, from the fields of finance, insurance, law, HR management, etc.
- Quality assurance of German-to-English translations produced both internally by staff translators as well as externally by freelance translators
- Overall control and coordination of translating and interpreting activities
- Assessments of the performance of staff translators
- Advise staff from other departments on linguistic and intercultural issues
- Maintenance of in-house language data bases and glossaries
- Maintenance of cost-allocation and invoicing systems for translation services, etc.

You hold a university degree or equivalent qualification in translation (main language German) and you are a native speaker of English – **ONLY NATIVE SPEAKERS NEED APPLY**. You have also acquired qualifications in one of the specialised fields mentioned above. In addition, a good working knowledge of one or more other language/s would be an advantage. Your German, however, is fluent – both in speech and writing. You have several years' experience as a translator. Experience of current translation tools would likewise be of advantage. You also have a good knowledge of Germany's socio- and geopolitical structure and its culture. You have excellent organisational skills and a strong service orientation. You can furnish evidence of your leadership qualities and have excellent social skills.

As head of our Translation Service you will report directly to the head of the HR Department.

If you are interested, send your application documents by post to:

Allianz Deutschland AG  
Personal HV  
z. Hdn. Arletta Brozko  
Königinstrasse 28  
80802 München  
or by e-mail to:

| [HeadofTranslation09.06.09](#)

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