

## Vacancy

# English Translator

You will join the ILL's (small) two-person translation office, which is part of the Institute's Administration Division. The office is responsible for the translation of internal and external documents from and into the ILL's three official languages (French, English, and German), as well as the revision and proofreading of documents in English. The translation office handles a wide range of document types, including technical reports, contracts, press releases, specifications and financial statements, covering subject areas ranging from HR, law and finance to IT, safety, science and nuclear engineering. In addition to providing linguistic support for the Institute, the translation office is also responsible for the production of minutes (in English) of the biannual meetings of two of the ILL's supervisory bodies.

## Yours Tasks

In your role as English translator, you will:

- Translate documents from French (and occasionally from German) into English for both internal and external audiences
- Assist with the outsourcing and checking of translations into French and German
- Proofread texts written in English by non-native speakers
- Provide linguistic and terminological advice
- Contribute to the production and maintenance of language resources such as translation memories and terminology resources.

In your role as minute-taker, you will

- Attend the biannual meetings of the ILL's Subcommittee on Administrative Questions and Steering Committee to produce, in compliance with strict deadlines, the summary of conclusions and minutes of these meetings. This may involve travelling to other European member countries of the ILL.

## Qualifications / Experience:

- You have a Master's degree (or equivalent qualification) in translation or a related field with at least five years' experience of working as a translator
- You have a perfect command of English (native speaker standard) and an excellent knowledge of French
- A good command of German is desirable.
- You are proficient in the use of IT tools (MS Office) and have experience of working with computer-aided translation tools
- You have excellent writing skills and a sharp eye for detail and accuracy
- You are curious and adaptable and enjoy the challenge of working simultaneously on texts in a wide variety of subject areas
- You have a quality and service-oriented attitude and are able to meet deadlines.

## We offer:

- ✓ **Quality of life** A hub for research and technology, the city of Grenoble is ideally located in the heart of the French Alps (just 3 hours from Paris/Provence by train, 1 hour from Lyon international airport and 1 ½ hours from Geneva). It is important for us that our staff achieve a healthy work-life balance. We therefore offer home working (under certain conditions), generous annual paid leave entitlement and a host of other benefits that you will discover when you arrive!
- ✓ **Prospects** We guarantee you a secure part-time **80% permanent position** in a multicultural scientific environment.
- ✓ **Benefits** - We offer generous social benefits (expatriation allowance, excellent health cover), moving and relocation assistance (under certain conditions) and an annual productivity bonus. We also offer language courses for you and your partner and subsidies for the use of public transport and the staff canteen, as well as for holidays and a variety of cultural and sports activities. For more details, visit <https://www.ill.eu/careers/working-at-the-ill/employment-conditions>

## How to apply:

Then why not take your next career step with us by applying online - preferably in English - via our career portal, by **07.09.2025** quoting **reference number, ILL 25/49**.

[https://www.ill-recruits.eu/module.php?module=applicant\\_register\\_cv\\_analyzer/applicant\\_register\\_cv\\_upload&sid=2057](https://www.ill-recruits.eu/module.php?module=applicant_register_cv_analyzer/applicant_register_cv_upload&sid=2057)

**Please note that the final interviews will take place starting from the first week of October**

**Con copia de la candidatura a:**

**[eures.franciasuizabenelux@sepe.es](mailto:eures.franciasuizabenelux@sepe.es)**

**Indicando la referencia ILL 25/49**

*Ayudas a la movilidad EURES*

