

## Job Description Form



Web-Hed Technologies, Inc.

**Division/Department:** Defense and Intelligence

**Location:** Off-Site

**Job title:** Chinese Linguist

**Reports to:** Manager of Program Operations

**Level/Grade:** Full-time (40 hours per week) Exempt

### Job Summary

Language: Chinese (Mandarin, Cantonese, or Hakka) at a 4/5-skill level for listening, speaking and reading.

The linguistic team will produce written reports as well provide gist (summarization of key points), detailed summaries, and transcripts of the material. Linguist should be able to succinctly communicate their findings to senior contract and government personnel. The Candidate must have the ability to function effectively as part of a multidisciplinary team. The Linguist may provide intelligence analysis (i.e. IMINT, SIGINT, HUMINT, MASINT, or all-source and work directly with customers and team members to determine project scope and specifications.

### Job Description

- Conduct accurate translations of audio language material and documents in hard copy and electronic formats in a manner that maintains the integrity and meaning of the material
- Prioritize, gist, interpret and translate foreign language oral and written products into English, this includes hardcopy, electronic, and multi-media material
- Perform full range of activities in processing material or participating in situations requiring a SUPERIOR PROFESSIONAL capability
- Master in development of reference materials, possess excellent computer skills (MS applications, Internet research). Excel at all levels of interpretation (simultaneous/consecutive)
- Review another Linguist's work for accuracy of content and quality of written expression commensurate with his/her own ability as a Linguist.

### Work experience requirements:

Linguist must have 9+ years of experience in related field and/or military training. Cryptology, Law Enforcement, or Intelligence Community experience preferred. Knowledge and understanding of geopolitical, regional, ethnic and cultural environment in which the language is used is preferred. Linguists with multiple language proficiencies are strongly desired

### Minimum Education Requirements

Bachelor's degree in a related technical discipline or equivalent formal military training. Each Linguist MUST possess technical computer information system skills, at a minimum, word processing and data entry (i.e., MS

Office) to be used in conjunction with written translations.

**Security Clearance Information**

Must have Top Secret / Sensitive Compartmented Information (TS/SCI) clearance with Lifestyle Polygraph

**Reviewed by: Janie Gonzalez, CEO**

**Approved by: Janie Gonzalez, CEO**