

LT Lawtank is a highly qualified and specialized legal services company that provides language services in the areas of law and economics, such as translations and interpretation. Our renowned clients include law firms, other service companies, national and international corporations as well as government bodies.

In order to strengthen our team, we are looking to appoint, either **immediately or at a date to be agreed**, a:

Legal translator / Lawyer (flexible workload)

English and/or French native speaker

In this position, your responsibilities will include

- proof-reading, quality control and translating legal texts.
- taking minutes, recording and creating transcripts of legal proceedings
- managing and coordinating language / terminology projects.
- maintaining contact with our clients and our network of collaborators both in Switzerland and abroad.

You are an English and/or French native speaker and have

- an excellent command of both German and French/English. Any other language abilities you have will also be a benefit.
- a university education in law (attorney) and/or translation.
- extensive experience in translating legal texts.
- distinguished yourself by your legal expertise / language skills and writing abilities.
- You enjoy working with challenging and multilingual texts and do it in a precise and efficient manner and with an emphasis on the needs of our clients.

We can offer you

- a range of diverse, interesting activities, in our office, situated in the centre of Berne (Switzerland).
- flexible workload
- option to work from home.
- good social conditions.
- and, above all, a lively and stimulating work environment as part of a great team.

Does this job interest you? We look forward to receiving your complete application documents by email to jobs@lawtank.ch.

Michael Vonmoos will also be happy to answer any question you may have (by email jobs@lawtank.ch and phone +41 31 511 22 22).

You can find more information regarding LT Lawtank on our website: www.lawtank.ch.