

## **Translator (Russian – English)**

### **1. Job Responsibilities**

- Translate documents (Russian ↔ English ↔ Vietnamese) ensuring accuracy and consistency
- Provide interpretation during meetings, conferences, and video calls
- Support Russian experts/visitors during business trips in Vietnam
- Research and apply technical, legal, and oil & gas terminology
- Proofread and finalize translated documents
- Coordinate with internal departments and perform assigned tasks

### **2. Job Requirements**

- Bachelor's degree in Languages, Translation, or a related field
- Fluency in Russian and English (both written and spoken)
- Strong research and terminology management skills
- Good communication and computer skills
- Ability to work under pressure and meet deadlines

### **3. Benefits (in compliance with labor regulations)**

- Competitive salary in accordance with qualifications and experience
- Participation in mandatory insurance schemes (Social Insurance, Health Insurance, Unemployment Insurance) in line with Vietnamese labor law
- Annual leave and public holidays as regulated by law
- Overtime, bonuses, and allowances (if applicable) in accordance with company policy and legal requirements
- Professional and international working environment in the oil & gas industry
- Opportunities for training and career development