

Regulatory Document Translator

Job ID
REQ-10060553

8月 21, 2025

China

摘要

To ensure regulatory documents are translated (English/Chinese) efficiently, costeffectively, and to a high level of quality.

About the Role

Key responsibilities:

- Translation:
 - a. Translate various types of documents (English/Chinese) including but not limited to Informed Consent Forms (ICFs), Clinical Study Reports (CSRs), Risk Management Plans (RMPs) and Periodic Safety Update Reports (PSURs),
 - b. Conduct post-translation formatting as per specified requirements,

- c. Support urgent translation requests for specific regulatory documents (such as urgent drug safety report and data inspection questions) out of office hours,
- d. Respond in a timely and professional manner to any query concerning translation.

- Quality check:

- a. Perform quality check on peer translated documents,
- b. Provide feedback for preliminary translation (e.g. QC summary).

- Continuous improvement:

- a. Update translation glossary/memory databases,
- b. Participate in or plan routine team meetings to discuss work-related issues and possible improvements (e.g. knowledge sharing),
- c. Embrace new technologies (e.g. machine translation) and changes in this industry to improve translation skillset continuously.

- Project management and daily operation:

- a. Oversee translation request coordination, and process management,
- b. Manage project and team finances and resource planning, including budgeting,
- c. Compile translation metrics,
- d. Organize trainings for internal and external stakeholders,
- e. As representative of RWS team, support development and maintenance of working tools and systems, e.g. Trados, NovStyle, machine translation and so on,
- f. Perform other special activities or duties when required.

Essential requirements:

- Bachelor ' s or Master ' s degree in Life Sciences/English/Translation
- High level of proficiency in written English and Chinese
- Around 2 years of translation/writing related experience in the pharmaceutical/healthcare industry.
- Basic knowledge in medical science/bioscience/pharmaceuticals is required.
- Familiar with SDL Trados and MS Office.

Desirable requirements:

- A good team player with excellent communication skills.
- Ability to prioritize tasks and deliver high-quality translation within tight timelines.
- Ability to understand, interpret, and translate clinical and scientific documents.
- Strong ownership, detail-oriented and strong sense of responsibility.

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部门

Development

Business Unit

Innovative Medicines

地点

China

站点

Shanghai (Shanghai)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Alternative Location 1

Beijing (Beijing), China

Functional Area

Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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