

Competency list with descriptions

[Business](#), [Human Resources](#)



Competency List With s KNOWLEDGE COMPETENCY Degree in Translation, English Language or related field The competency required in this particular case is the academic qualifications. The applicant ought to possess impeccable knowledge in the field.

Knowledge of professional writing or editing capacity

The applicant is required to be well versed with the arena of writing as well as editing. It goes beyond classroom knowledge.

Work with management team to solve complex issues related to written content

The applicant should be good at interpersonal communication as well as understand the chain of command.

Maintain current knowledge of technologies and new product lines

The applicant should be in a position to keep up with current trends in the field so as to give the firm an edge.

A minimum of 2 years working experience, proofreading experience is preferable

The job seeker is required to have some field knowledge in the field gained over the years.

SKILLS

Excellent writing skills (English and Chinese)

The job applicant needs to possess skills related to the field hence they need to be fluent in both written and spoken English and Chinese.

Excellent verbal communication

Applicants are expected to be fluent in speech as well as be able to communicate effectively.

Excellent in using PowerPoint, Word, Excel, Outlook

Applicants should exhibit skills in technology use. They should be able to demonstrate adequate understanding of the programs in use.

Scan/e-mail documents

One is expected to communicate through the internet hence the need for electronic mail knowledge. One needs to understand how to convert hard copies to soft copies and send them across.

ABILITIES

Highly organized and detail-oriented

Each applicant needs some sense of personal organization. They are expected to deal with detailed material hence the need for organization as well as an eye for quality.

Ability to work independently as well as part of a team

The participants need to possess relational abilities since they will work with others. The proofreading process will involve consultations hence the need for working relationships.

Ability to work overtime and weekend work necessary

One needs to be flexible since the job may demand one's attention at odd hours. One needs to be ready to handle the diversified issues.

Ability to work under pressure and adaptable with tight schedules

The applicant needs to be well prepared to work with tight deadlines.

Ability to communicate with translator and client to ensure the correction of the translation and information.

The worker will need to reach out to the other participants in the process to make sure they deliver as required. They need to be competent in the field

of pattern recognition as well as fluent communication.

Brief Description of Competencies

The skills listed above will ensure that the applicant chosen for the job can deliver as per the requirements of the job. That will need them to have a wide variety of skills, knowledge and abilities. That makes it even easier for them to perform as may be required. Applicants for the position are to have some training in the field of proofreading since that makes it easier for them to perform their functions (Catano, Fitzgerald, Hackett & Methot, 2009). They also need to have worked on similar assignments before. That helps ensure that they know what is expected of them, and they can deliver as required. They need to be approachable as well as easy to deal with since the field requires constant communication with the clients in question so as to meet the standards.

The applicants also need to keep up with the current trends in the proofreading arena. They need to identify the new ways of doing things so as to make their jobs easier. They should be flexible so as to fit in the new trends (Catano, et al., 2009). They also need to exhibit some sense of fluency in English and Chinese since they will be proofreading documents that are in those two languages. With all these competencies as well as the KSAs combination, the applicant is expected to perform and deliver.

References

Catano, V., Fitzgerald, C., Hackett, R., & Methot, L. (2009). Job Analysis and Competency Models. In V. Catano, Recruitment and selection in Canada (1st ed., pp. 115-148). New York University.