



The world's best businesses know that potential customers can be anywhere. TransPerfect helps our clients to BE EVERYWHERE. With global headquarters in New York and offices in 90 cities across 6 continents, TransPerfect is the world's largest privately held provider of language services and related technologies. The TransPerfect family of companies offers a full range of language and business solutions, including: - Translation and Language Services - Website and Software Localization - Globalization Management Technology - Multicultural Marketing - Legal Support and E-Discovery - E-Learning Platform Internationalization - Multimedia and Studio Solutions - Interpretation and Call Center Support For more information, visit: www.transperfect.com.

Media Transform Operator

The media transform team is responsible for preparing video e.g. editing and transcoding materials for localization as well as assembling the final localized master video files for distribution. The operator is responsible for handling day to day production work.

Responsibilities:

- Encode audio/video assets from any available source asset to specification using the TransPerfect's prescribed workflows and equipment.
- Transcode audio/video assets from any available source asset to specification using the TransPerfect's prescribed workflows and equipment.
- Perform audio/video editing, layback and standards conversion using the TransPerfect's prescribed workflows and equipment.
- Perform audio/video specification quality assurance prescribed by company's policy and procedures in advance of hand off to Quality Control.
- Perform delivery of assets via accelerated digital delivery mechanisms using the TransPerfect's prescribed workflows and equipment.
- Troubleshoot and correct reported issues with assets and escalate to production managers and engineering as necessary.
- Maintain an up to the minute accurate account of production and task status in the company's task management systems.
- Stay current with TransPerfect's workflows and workflow change management updates.
- Actively participate in continuous improvement initiatives, including, suggesting improvements to workflow and testing new solutions.
- Adhere to full-time schedule and occasionally work overtime when needed.
- Adhere to all company policies and procedures.
- Perform other related duties as assigned.

Essential skills and experience required:

- Highly developed Windows skills, including a strong background and understanding of PC systems, Windows directory structures, asset management and organization.
- Knowledge of Adobe Premiere Pro.
- Knowledge of A/V Codecs and Containers.
- Understanding of frame rates, time-code, and aspect ratios.
- Understanding of analogue and digital audio/video formats.
- Non-Linear edit systems.
- Ability to manage deadlines and work under pressure.
- Meticulous attention to detail.
- Excellent communication skills (both written and verbal) in English.
- Ability to effectively multitask in order to simultaneously execute multiple projects.
- Organization skills. Able to prioritize. Results orientated.
- Proactive attitude.
- Ability to maintain professionalism and focus under pressure and tight deadlines.
- Exceptional problem solving/critical thinking skills.
- One year experience in video post-production.

In order to apply, please go to our website: <https://transperfect.wd5.myworkdayjobs.com/transperfect/>

By applying, I confirm I have read and accept TransPerfect's Privacy Policy: <https://www.transperfect.com/about/data-privacy-recruiting>