**SCOPE OF WORK**

1. Work closely with the Production Editor on Bhasha books on specific tasks as assigned to you.
2. Ensure all Bhasha books (Hindi) meet or exceed SAGE’s editorial quality standards.
3. Translate, Language Edit and/or Quality Check assigned books as per SAGE’s quality standards with minimum intervention from your managers.
4. Independently communicate with authors/reviewers/vendors/freelancers regarding translation/editing queries.
5. Attention to detail and a passion for editorial/translation excellence.
6. Troubleshoot and display ability to deal with fast tracks/difficult manuscripts, with maturity and calmness.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

*Scope of work includes, but is not limited to, the following:*

1. Performs language editing, translation and/or quality audit on assigned Bhasha books. This includes new translation, editing, proofreading or reviewing translated/edited work and also ensuring all corrections marked by the reviewer or the language editors are incorporated by the vendor/freelancer. Scope of work for each task is detailed in SAGE guidelines.
2. Evaluates complexity of source project. Feeds information to Manager/Supervisor to negotiate rates and schedule based on the project’s complexity.
3. Independently communicates with authors/reviewers/vendors/freelancers regarding translation/editing queries. Clears all queries raised by the vendors/freelancers before sending work to the reviewers/authors.
4. Completely owns the cover (front and back) translation and final cover check.
5. Maintains feedback log for vendors/reviewers/freelancers. Joins Supervisor/Manager in and/or independently holding periodic meetings with them to discuss areas of improvement. Feedback issues into the system to approve/disapprove new/existing vendors/freelancers.
6. Instrumental in the empanelment of vendors, freelancers and reviewers as per SAGE process.
7. Understands escalation matrix.
8. Keeps manager informed on the progress/issues in a timely manner and through weekly reports (as per SAGE formats).
9. Manages own productivity and occupancy as per task-list/productivity objectives.
10. Maintains own daily tracker as advised. Makes file available on server for ease of accessibility.

**COMMUNICATION**

1. Communicates in a professional and personable manner with SAGE internal and external clients on any issues. Maintains utmost transparency about your work and any issues related at all times.
2. Responds to any email inquiries within 24 hours of receipt, and respond in a clear, articulate, and organized manner.
3. Keeps Supervisor/Manager informed of any communication received from reviewers/authors/vendors/freelancers that is tense or volatile in nature, also, forward any positive words and praise you received.

**SUPPORTIVE TEAM MEMBER**

1. Be a good listener and have an open mind to suggestions and feedback from peers, team members and seniors.
2. Ability to work independently and as a member of a team.
3. Ensure no team conflict and / or be a part or contribute to any conflict.
4. Contribute ideas and give feedback in a concise and productive way.
5. Assist Manager and/or SAGE staff with any projects or initiatives, as requested.
6. Participate in projects, committees, or task forces as assigned by departmental supervisor.

**OTHERS**

*This includes, but is not limited to, the following:*

2. Participate in VC/audio calls along with your manager (in Delhi) and record the minutes as required.
3. Report in a timely manner, anything that could affect work/work environment – work or interpersonal issues (personality, communication, attitude etc.) in the team.