



Enrika Trades and Services Private Limited

(JV Gokal Group Company)

CIN : U29248MH2008PTC183380

Job Description – Russian Translator

'Enrika Trades & Services Pvt. Ltd.' is a part of 50-year-old "JV Gokal Group of Companies" which has its global presence in Russia, Kazakhstan and CIS, U.A.E., Singapore, Hong Kong, and South African Countries. We are seeking for an energetic, enthusiastic friendly 'Russian Translator' to support the Senior Management Team.

What you'll do

- Travel with the senior management, if required, for meetings in Russia
- Be culturally aware of Russian traditions and educate the management on the same.
- Translate emails, documents and other material from Russian to English and vice versa
- Support internal teams for Russian interpretation, as required
- Visiting construction site for technical supervision with experts
- Converse actively with Russian experts in coordination with the senior management here
- Carried out negotiations with clients/ potential clients in Russia over the phone and help schedule business meetings.

What you'll need

- Qualification in Russian (BA/ MA/ TORFL)
- Excellent written and verbal communication skills with attention to detail in documentation and meetings in English as well as Russian
- Ability to travel, when required