



Freelance Language Quality Assurance & Project Support

(Native English Speaker)

Who we are:

We are an international language agency, based in Cape Town, South Africa. From here, we coordinate language projects for companies in Germany, across Europe and worldwide. Translations and transcriptions are our speciality. But we also have expertise in other language services: voiceovers, coding, subtitling, proofreading, copywriting, and text and data entry. Our team is a mix of German and South African colleagues working closely together in a flexible and multicultural environment. Flexibility, positive energy, and enjoyment of our work are important to us.

About this position:

To strengthen our team, we are looking for an experienced freelance Language QA & Project Support specialist with native-level English. Your main responsibility is to ensure the linguistic and content quality of English texts delivered to our clients as part of our quality assurance process. This is a freelance, part-time/hourly position and is available immediately, with a planned start within the next three to six weeks. You have excellent English language skills, are reliable and well organised, and have a strong eye for detail? Then this might be the right job for you.

Key responsibilities:

- Quality assurance, review of automated audio and video transcriptions (interviews, podcasts, group discussions)
- Quality assurance, review, proofreading, and quality control of English marketing content and communications (e.g. LinkedIn graphics, subtitles, and social media content). This role does not involve language editing in the sense of creative copy-editing, restructuring, or developmental editing, but rather thorough proofreading: a structured, analytical assessment of the text with close attention to consistency and adherence to clients' style guides.
- Quality assurance of completed and reviewed translations in various languages, including methodical checks for plausibility, consistency, terminology, localisation, formatting, and compliance with client requirements
- Support of project management tasks (communication with linguists, coordination of smaller projects)
- Assistance with administrative tasks (e.g. during absences)
- Independent handling of smaller or simpler client projects

Your profile:

Skills and competencies:

- You speak and write English at a native speaker level.
- You have an excellent command of English mechanics, punctuation, and grammar.



- Professional experience in language services such as proofreading, editing, translation, audio/video transcription, or subtitling
- Strong attention to detail and a high-quality awareness
- High level of accuracy, thoroughness, and precision
- Confident use of consistent terminology and style guides
- Independent and responsible working style
- Interest in technical tools and language technologies

Experience in one or more of the following areas is advantageous:

- Degree in English Studies, Applied Linguistics, or Translation Studies
- Additional language skills besides English, especially European, Asian or American languages
- Experience in project management within language services
- Awareness of geographical, political, financial, and cultural differences across regions and countries, and their impact on translation requirements

What we offer:

- Flexible freelance collaboration (approx. 5–20 hours per week, depending on project workload)
- Exciting and varied content and tasks in an international environment
- Close collaboration within a well-coordinated, supportive team
- Remote work with flexible working hours (project-dependent)
- Start within the next 3–6 weeks
- Opportunity to expand the role into greater responsibility, autonomy, and project ownership over time

Application:

Please send your CV and a motivation letter including your salary expectations, your South African visa status (if applicable), and your earliest possible start date to: [marlen.boehm\(at\)msskapstadt.de](mailto:marlen.boehm(at)msskapstadt.de)

We look forward to hearing from you!

MSS Cape Town