



 **Job Title:** In-House Arabic Interpreter
 **Location:** On-site – Portland, Maine
 **Job Type:** Full-time
 **Starting Salary:** \$54,600

About House of Languages:

House of Languages is a leading provider of interpreting and translation services in Maine, offering support in more than 100 languages. We are passionate about helping our customers overcome language barriers.

House of Languages offers a supportive and inclusive workplace where your voice matters. We are proud to be one of the most diverse workplaces in Maine, with team members from all over the world. Our culture values respect, continuous learning, and the richness of global perspectives.

Position Summary:

We are seeking a professional and dependable Arabic Interpreter to provide high-quality, in-person interpreting services for House of Languages' customers. The ideal candidate will be fluent in Arabic and English and able to provide professional interpretation in a variety of settings while also assisting with general administrative tasks in the office.

Position Responsibilities:

- Provide accurate in-person and remote interpreter services for House of Languages' customers in a variety of settings, including medical, social service, educational, legal, and business environments
- Travel to interpreting assignments, primarily throughout the Greater Portland area
- Perform general administrative and office tasks as needed
- Maintain confidentiality and handle sensitive information with discretion

Required Qualifications, Skills & Experience:

- Excellent written and verbal communication skills in both English and Arabic
- Strong computer skills, including proficiency with Microsoft 365
- Cultural competence and outstanding customer service skill
- Must be extremely detail oriented, organized, and have excellent problem solving and analytical skills
- Ability to communicate clearly and effectively with people of diverse backgrounds and maintain professionalism in all situations
- Honesty, integrity, and reliability
- Strong team spirit, perseverance, and proactive attitude

**Desired Skills & Experience:**

- Bachelor's degree or an equivalent of education and work experience
- Education or work experience in language-related fields such as linguistics, teaching, translation, or interpretation
- Professional interpreter training or certification
- Knowledge of medical or legal terminology

Benefits:

- Mileage reimbursement for work-related travel
- 4 weeks of Paid Time Off (PTO) per year
- Paid birthday off, 12 holidays, and 5 paid summer Fridays
- Monthly Health Reimbursement Arrangement (HRA) of \$150 (self), \$250 (employee + spouse) or \$350 (family)
- Matching contributions to a retirement account
- Paid parental leave and paid family and medical leave
- Life insurance

How to Apply

Please submit your resume and a brief description of your interpreting training and experience to questions@houseoflanguages.com.