

US Recycling Company Puts Company Policies Within Reach of Spanish-Speaking Employees

Project Summary

- Client: Mid-sized Recycling Company in the U.S.
- Service: English into Spanish translation
- Type: Employee Handbook
- Discipline: Human Resources
- Volume: 6,800 words

Challenges

- Consistency of human resources terminology
- Retaining document format

Solutions

- Use of various software to produce identical formatting in the Spanish translation
- Research and application of appropriate terminology and consultation of human resource parallel texts

Results

The client was able to successfully disseminate critical company information to their Spanish-speaking new hires. Additionally, by providing the translations, they were able to reflect their organization's desire to communicate clearly and effectively with all staff.