

# WORK VAPOR

Job Link: <https://workvapor.com/jobs/freelance-interpreter-admin-assistant-remote-232655/>

## HIRING ORGANIZATION

VoxaFi Global LLC

## EMPLOYMENT TYPE

Contractor

## JOB LOCATION

Georgia, United States

? Remote work from: United States

## DATE POSTED

? 10/25/2026

## FREELANCE INTERPRETER / ADMIN ASSISTANT – REMOTE

## BASE SALARY

USD 15 - USD 25

## DESCRIPTION

**Job Role:** Freelance Interpreter / Admin Assistant

**Company:** VoxaFi Global LLC

**Location:** Remote

**Pay:** \$15–\$25 per hour

**Employment Type:** Freelance

**Minimum Paid Time:** 1 hour per service request

**Work Schedule:** Flexible, based on available assignments

**Languages:** English and at least one additional approved language

**Vendor Contact Email:** [vendor@voxafi-global.com](mailto:vendor@voxafi-global.com)

### About the Company

VoxaFi Global LLC provides interpretation support for different communication needs. The company is looking for freelance interpreters with administrative skills.

### Job Overview

You will help people communicate across language barriers. Assignments may involve educational and professional settings.

You should be fluent in English and another approved language. You must also have strong communication skills. Administrative experience is helpful.

### Key Responsibilities

#### 1. Interpretation Services

- Provide interpretation services when assigned.
- Support consecutive, simultaneous or remote interpretation.
- Help people communicate clearly across languages.
- Maintain accuracy during conversations.
- Follow professional interpretation standards.

## **2. Administrative Support**

- Assist with communication and administrative tasks.
- Organize information and service requests.
- Communicate professionally with clients.
- Follow assignment instructions and deadlines.

## **3. Confidentiality and Compliance**

- Protect confidential information.
- Follow applicable HIPAA and FERPA requirements.
- Handle sensitive information responsibly.
- Maintain professional conduct during every assignment.

## **Required Qualifications**

- Fluency in English.
- Fluency in at least one additional language from the approved list below.
- Experience in interpretation services.
- Experience with consecutive, simultaneous or remote interpretation.
- Strong communication skills.
- Good organization and administrative skills.
- Ability to maintain confidentiality.
- Understanding of HIPAA and FERPA requirements.

## **Accepted Languages**

The company is currently seeking interpreters for these languages:

- Afar
- Akan / Twi
- Aramaic
- Mandarin
- Cantonese
- Japanese
- Korean
- Italian
- German
- Rohingya
- Thai
- Lao
- Hmong
- Lingala
- Bahasa Malaysia / Malay
- Malayalam
- Borana
- Telugu

- Georgian
- Czech
- Slovak
- Serbian
- Croatian
- Hebrew
- Khmer (Cambodian)
- Chin (Hakha, Tedim or Falam)

**Important:** Apply only if you speak a language listed above. The company asks applicants with other languages not to submit their resumes.

#### **Pay and Assignment Details**

- Pay ranges from \$15 to \$25 per hour.
- The budget is strictly limited to this range.
- Each service request has a one-hour minimum payment.
- You can accept or decline assignments.
- Weekly hours depend on available work.
- This is a freelance position.

#### **How to Apply**

Applications must be sent by email. Applications submitted through Indeed alone will not be considered.

Email your resume and relevant certifications or credentials to the address below.

**Application Email:** vendor@voxafi-global.com

**Email Subject:** Your language followed by "Interpreter"

*Example: Mandarin Interpreter*

Include your proposed hourly rate in the email body. Attach your resume and any relevant qualifications.