Chapter 2
Transbahasa

This chapter contains the information about the short profile of Transbahasa, the management of Transbahasa, the job description, and the duties of division in Transbahasa.

Short Profile of Transbahasa

Transbahasa is a translation freelance group. It is one of translation service providers in Malang. It was established by Sugeng Hariyanto in 2000. He is one of the educators in Polinema (Politeknik Negeri Malang). He is a seasoned translator, translator trainer, researcher, and also the member of the Association of Indonesian Translator.

Transbahasa office is located in Joyo Grand Blok 10/157 Malang, East Java. It is a three-floor building. The first floor is a big room which is used for many activities such as reading books, internship activities, short course, pengajian, etc. There are many collections of books from any field such religion, children’s stories, linguistics, journals, dictionaries, etc. The second floor is for working activities. There are about ten personal computers. Each of personal computers is equipped with Computer – Assisted Translation (CAT) Tools.

All of the translation jobs in Transbahasa are finished by using CAT Tools. It aims to help the translators to shorten the time of translation job. Besides, Transbahasa has talent translators. The combination of CAT Tools and the talent translators makes Transbahasa have service capacity of 7000 words in translating with a standard quality assurance procedure.

The main service of Transbahasa is English-Indonesian translation. Transbahasa has translated many kinds of texts such as Technical Manuals (User’s Guide, Service Manual, etc.); Software, firmware and web page (localization), e.g. User interface, help file, web pages, etc; Medical translation; Brochures and advertisement; Legal (agreement, writ of summons, notary deeds, etc.); Marketing survey (report and questionnaire); Marketing materials; Automotive manual and marketing materials. The other services are subtitling and voice over, copy writing, copy editing, and brand
analysis services. Transbahasa also gives translation service for other languages namely French, German, Spanish, Dutch, and Javanese.

Transbahasa has served many giant international brands e.g. BMW, Volvo, Unilever, Facebook, Philip, Rolex, Singapore Tourism Board, and many more. In 2016, Transbahasa not only provides translation services, but also training, communication, and marketing skills. Therefore, the new label of “Komunika” completes the name of Transbahasa into Transbahasa Komunika.

Management of Transbahasa

Director : Dr. Sugeng Hariyanto, M. Pd.
Project Manager : Anton Haryadi
Human Resource Department : Singgih Kiswantoro
Treasurer : Thaliatur Rizqiyah
In-house Translator : Ahmad Muhajir
                        Ardiana Savicki
                        Dewi Andriana Nasution
                        Ella Hesty Effendy
                        Gusti Aisyah Putri
                        Iwan Kurniarahman

The Job Description and Duties in Transbahasa

1. Director
   The director of Transbahasa has responsibility to make sure that every aspect of the translation runs well.

2. Project Manager
   The project manager has responsibility to arrange and manage projects that come from clients into Transbahasa and from Transbahasa to clients.

3. Human Resource Department (HRD)
   The HRD is responsible for evaluating the translators' performance in Transbahasa and arranging other activities related to Transbahasa such internship activities.
4. Treasurer
   The treasurer has to arrange the cash flow of Transbahasa. It includes administration and bookkeeping.

5. In-house Translator
   The In-house Translator is responsible to finish every work that is given. In this term is translation work.