

Translation and Localisation Project Manager

Do you want to work for a market-leading company?

Translate Plus Limited is a fast-growing, award-winning language services and technology company. We are part of **Prodigious, Publicis Groupe's** cross-media production platform. Prodigious brings together specialist production expertise in video, digital and print, producing and delivering brand content across all channels for top global brands.

We are very proud to be part of this group and we are now recruiting to continue the growth of our company even further, by adding exciting new positions to our Eastern Europe office in central Sofia - very close to the Mall of Sofia.

Project Management at translate plus is a very diverse and interesting role. You will be dealing with a **variety of projects for international clients**, such as written translations, interpreting assignments, voice-over recordings, subtitling, and more. We handle any language service our clients require, so no two clients are the same, which means life at translate plus is never boring. Furthermore, you will be dealing with the whole project cycle which means the success of each project is in your hands.

Key responsibilities include:

- Receiving translation projects from clients
- Analyzing the translations projects (word count, languages, file type etc.)
- Preparing translation packages
- Sourcing and co-ordination of translators, file engineers and desktop publishing specialists
- Effective communication with clients, linguists and colleagues to ensure customer satisfaction
- Proofreading and QA-checking of translations

Skills and experience required for Project Managers:

- Strong oral and written English skills
- Excellent computer literacy
- Linguistic skills with the ability to assess quality and completeness of translations in any language
- Being able to multi-task, prioritise and stay calm under pressure
- Taking pride in delivering a high-quality service

It would be a bonus, but not a must, if you have one or more of the following criteria:

- Educated to degree level (ideally in translation studies or languages in general)
- Experience from a similar role within the language industry
- Previous use of CAT tools, including Trados Studio, Xbench, Transit or other applications

What we offer:

- Career progression possibilities
- Trainings tailored to your needs
- Flexi-time (9:00/9:30 – 18:00/18:30)
- Annual holiday increase
- Weekly fruit and drinks deliveries and monthly breakfast
- Game nights, team events and parties

If you can't wait to become the next member of our successful team, please send your CV to SofiaCareers@translateplus.com