

## Enquiries Coordinator

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

Translate Plus Limited is a fast-growing, award-winning language services and technology company. Over the last 3 years we have won the prestigious Sunday Times Virgin Fast Track 100 award, given to Britain's top 100 private companies with the fastest-growing sales, been ranked by Deloitte as among the 500 fastest growing tech businesses across the whole EMEA region, and included in the Sunday Times SME Export Track 100 list of the British companies with the fastest-growing international sales.

We are very proud of these achievements and 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.

How can we best describe the role? Our Enquiries Coordinators work alongside sales and operations converting/analysing different file types, preparing quotes and identifying challenges for the subsequent translation process. We deal not only with translations but also with interpreting, voice-over recordings, subtitling, etc. We deal with any language service which our clients require.

It is a challenging role which requires common sense, taking pleasure in being busy and enjoying multi-tasking to complete all tasks in hand. Also, good computer literacy and numerical skills are key and you should be eager to strengthen and develop your personal and technical skills. One of the most important attributes you can bring to this role is to stay calm when times are busy. The translation industry is very vibrant and often things happen all at once which is exactly what makes it exciting.

Key responsibilities include:

- Quote preparations for a variety of file types and services
- File assessment
- File preparation and analysis
- Identifying challenges for subsequent translation
- Quote tracking
- Assisting with tender applications

Skills and experience:

- Educated to degree level (ideally in translation studies or languages in general)
- Strong oral and written English skills
- Excellent computer literacy
- Linguistic skills with the ability to identify a variety of languages.
- 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:

- 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
- Holiday increase
- Weekly fruit and drinks deliveries and monthly breakfast
- Game nights, teambuilding and parties

If you can't wait to become the next member of our successful team, please contact us now – send your CV to [Tsveta.ilieva@translateplus.com](mailto:Tsveta.ilieva@translateplus.com) !

Please note that we receive a very large amount of applications. We aim to get back to you as soon as possible should you be invited for an interview. If you will not be invited for an interview at this stage your application will be saved for the future. We apologise that we cannot e-mail you individually in that case.

