

Linguistic Resources Officer

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.

We seek to recruit a Linguistic Resources Officer who will work in our Linguistic Resources team dealing with day to day vendor management tasks.

Responsibilities will include but are not limited to:

- Screening applications from translators, interpreters and other language professionals
- Writing adverts for upcoming translation projects to be posted on websites
- Setting up new language professionals on internal database
- Negotiating terms and rates
- Preparing/scoring/sending out written translation tests for new translators
- General administrative tasks (e.g. sending/adding NDAs, CVs, etc.)

Skills and experience:

- BA/MA in Translation/Interpreting/Languages (or a relevant subject)
- Good computer literacy (especially Excel, Word, Power Point, other applications are a bonus)
- Ability to multitask and to work to tight deadlines
- Good communications skills in English (spoken and written)
- It will be an advantage if you have worked in a busy office environment before or you have done an internship in a similar role

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 !

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.

