

Translations 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. 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.

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.

You need to show common sense, have a "can do" attitude, enjoy a busy environment and be adept at multi-tasking. Also, good computer literacy is 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 deadline-driven and often things happen simultaneously, which is exactly what makes it so fast-paced and exciting.

Key responsibilities include:

- Planning, scheduling and monitoring translation projects
- Management, sourcing and co-ordination of translators, file engineers and desktop publishing specialists
- Sourcing suitable translators and other language professionals
- Proofreading and QA-checking of translations
- Effective communication with clients, linguists and colleagues to ensure customer satisfaction

Skills and experience required for Project Managers:

- 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 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:

- 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 !**

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.

