

Translation QA Assistant Translation QA Assistant

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 operations hub in central Sofia.

We are currently looking for a QA Assistant, who has a strong eye for detail and a passion for quality and strong critical skills.

Key responsibilities include:

- General administrative duties related to the translation project.
- Assisting the QA Team Manager with client feedback investigations and follow up actions as requested
- Working together with project management teams to ensure swift handling of client feedback and an appropriate response
- Collecting, recording and maintaining statistics of client feedback as requested
- Reporting on the statistics as requested
- Establishing QA training needs of staff together with QA Team Manager and requesting trainings
- Training new starters on the QA matters if applicable
- Updating and improving QA related training materials, project management guidelines and QA procedures as requested

Skills and experience required:

- Educated to degree level (ideally in translation studies or languages in general)
- Strong oral and written English skills
- Work well under pressure
- Understanding of tight deadlines
- Eye for detail
- Analytical mind and ability to draw conclusions and offer solutions

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!