

## Translations Project Manager

**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.

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](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.