

Project Manager in Translation sector



Location:
Atlanta

Xplanation is currently looking for a Translation Project Manager for our office in Atlanta, US. With a background in translations, you know what it takes to deliver outstanding service to customers in the financial, manufacturing, retail and medical sectors.

Position summary

The Project Manager is responsible for managing and ensuring the successful completion of translation projects.

Your role:

- Manage the entire life-cycle of multiple translation and localization projects in a fast-paced environment
- Coordinate and effectively manage the scheduling of all the stages of the project
- Monitor and control projects status
- Manage project finances (budgeting, profitability)
- Liaise with Business Development Managers and Global Account Managers to clarify customer requirements and develop customer relationships
- Participate in customer meetings and calls, monitor customer satisfaction and offer solutions to current needs
- Negotiate deadlines and rates with partners (both internal and external)
- Establish and maintain excellent relationships with translators and revisers globally
- Prepare and maintain project documentation
- Comply with relevant and applicable procedures
- Perform quality checks at various stages of the process to ensure quality and accuracy (final delivery checks...)

Your competences:

- Effective communication and strong professional ethics
- Bachelor degree in translation or equivalent in experience
- 6 months minimum experience in the translation industry, ideally as a Project Manager
- Detail orientated with the strength to multitask
- Ability to meet deadlines and work under pressure
- Excellent problem solving and analytical skills
- Independent execution of assigned tasks
- Highly-developed computer skills (MS Office, Windows)

Your language skills:

- Native English speaker
- Good knowledge of other languages is a plus

Interested? Then please submit your application (cover letter and CV) in English to job@xplanation.com with ref. 201707 SRPMUS.

About Xplanation.

Headquartered in Leuven, Belgium, Xplanation is a global provider of translation solutions across key industry sectors. Xplanation is a growing organisation providing expert advice to customers from its offices across Europe, Asia and the United States.