

Project Manager in Translation sector



Location:
Aarhus, Denmark

Xplanation is currently looking for a Translation Project Manager for our office in Aarhus, Denmark. With a background in the translation industry, 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 skill set:

- Effective communication and strong professional ethics
- Bachelor degree in translation, communication, project management or similar
- 2 years 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 Danish speaker
- Fluent in English
- 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. 201811 PMDK**.

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.