



About

Ultimate Languages pride themselves on delivering high-quality localisation services, alongside impeccable customer care. We work with our client as an extension of their team. Our mission is to bring global businesses closer to their customers, in their native language, by simplifying complex translation solutions. Our project managers all specialise in different areas of localisation from audiovisual translation to multilingual data management. Our core fields of expertise are: Travel, tourism and hospitality, Mechanical engineering and Manufacturing.

Title Digital Project Manager

Job Description

Digital Marketing Project Manager

Ultimate Languages is a dynamic company that recognises hard work and rewards success. We are looking to appoint a Digital Marketing Project Manager to join our growing Digital Team. Working closely with the Head of Digital, the Digital Project Manager will ensure the timely delivery of high quality multilingual digital assets for multiple projects across a range of clients and digital marketing services.

Reporting to: Head of Digital

Main tasks:

In performing the activities outlined below, the Digital Marketing Project Manager will:

- Coordinate and prioritise between projects to ensure they are carried out within the deadlines
- Instruct and supervise linguists to ensure that tasks are carried out correctly, to specification and meeting tight deadlines
- Ensure that project statuses are regularly updated within the company's internal project management system (XTRF)
- Review projects carried out by linguists to maintain high standards of work and ensure we deliver first class services.
- Manage templates for service delivery to ensure consistency with clients' requirements
- Keeping guidelines and training materials updated



Essential skills and attributes required:

- Previous project coordination / project management experience within a digital agency
- Creative yet precise and thorough with a demonstrable love of technology, data and marketing
- Knowledge of digital marketing and SEO, PPC, analytics and social media tools
- Able to work to tight deadlines in a fast-paced environment
- Flexibility to adapt to client's requests
- Ability to write clear briefs and instructions for the linguists and copywriters
- Ability to co-ordinate a wide range of tasks within their project scope, from initial brief through to delivery
- Advanced Word/Excel/MS Office Skills
- Exceptionally well organised with impeccable attention to detail
- Excellent communicator with fluent English language
- Capable of working independently and as part of a team
- Capable of hands on problem-solving, with ability to generate ideas and solutions
- Flexibility to adapt to business requirements

Requirements:

- Good internet connection
- Access to a reliable laptop (Windows 10 or above)

Working hours:

Monday – Friday
10am – 6.30pm CET

Freelance contract will be provided and agreed upon.

Apply now: sanela.lika@ultimatelanguages.com