



## **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.

## **JOB DESCRIPTION**

**Title: Freelance Translation Project Coordinator**

### **Prime Objectives of the Post:**

To provide effective and proactive support to Project Managers in the day-to-day management of translation projects, by working with them closely in the set up and delivery of projects.

**Responsible to:** Translation Project Manager

### **General Notes:**

**In performing the activities outlined below, the Translation Project Coordinator will:**

- Prioritise own work as appropriate to meet the customer expectations and the Company's requirements
- Manage and maintain records ensuring that processes are followed and systems are maintained properly
- Have a confident knowledge of Microsoft packages and other CAT software used (training will be given), as well as being self-sufficient with good organisational skills in the day-to-day handling of tasks
- Deal with a range of issues and handle them with timely, creative and effective problem resolution, where appropriate

### **Freelance Project Coordination Activities and Tasks:**

- Assist Project Managers with performing tasks related to Jira tickets
  - Identifying issues reported in Jira tickets and prioritising as needed
  - Communicating with linguists to perform linguistic updates on the translation platform, according to the ticket requirements
  - Updating and closing the tickets as required
- Select suitable translators for each task or project



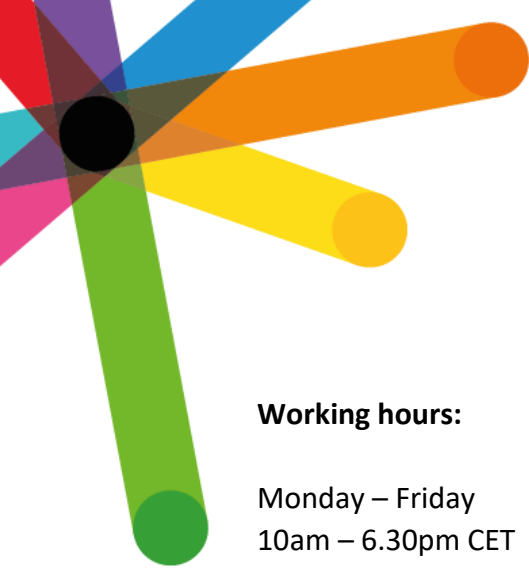
- Manage and maintain multiple effective linguist relationships by getting to know the linguists, communicating and building rapport through to project delivery and providing them with feedback on completed projects
- Provide an accurate brief in writing to the translator who has accepted the job
- Confirm rates with translators prior to commencement of the work
- Enter the new job in the system and provide job details to the translator
- Make sure all translators' Purchase Orders are filled in correctly with translator costs
- Liaise with the Project Manager if the translator has questions on the text being translated
- Ensure projects maintain a high level of quality, timekeeping and professional standards in line with our ISO 17100 quality system and quality objectives
- Ensure that all documents are checked prior to delivery to clients and adhere to company quality standards
- Keep track of deadlines, making sure that client work is running to agreed timelines and escalating potential delays to the Senior Project Manager in a timely fashion
- Liaise with other team members throughout the day to keep abreast of any client information and updates, to ensure effective collaboration as a team
- Other miscellaneous admin tasks to keep company records in order

#### **Knowledge, Skills and Experience**

- Educated to bachelor's degree or master's level
- Interest in languages
- Second language spoken (English)
- Strong oral and written communication skills (English)
- Problem-solving skills and IT literacy
- Must be self-sufficient with good organisational skills, flexible and have an ability to work well independently as well as part of a team
- Ability to prioritise effectively and multitask under pressure
- Ability to communicate effectively, both verbally and in writing
- Ability to use initiative in problem solving
- Analytical and structured problem-solving abilities

#### **Requirements:**

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



**Working hours:**

Monday – Friday  
10am – 6.30pm CET

Starting salary 800 eur.

Freelance contract will be provided and agreed upon.

**Apply now: [sanela.lika@ultimatelanguages.com](mailto:sanela.lika@ultimatelanguages.com)**