



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 Vendor Coordinator

Prime Objectives of the Post:

To provide effective, proactive support to the Vendor Manager and Project Managers. The Freelance Vendor Coordinator will oversee the procurement process, from vendor selection and maintain comprehensive records of vendor agreements.

Responsible to: Vendor Manager

General Notes:

In performing the activities outlined below, the Freelance Vendor Coordinator will:

- Responsible for recruiting all new freelance translators, proofreaders, copywriters and editors, including the testing and evaluation process
- 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 organizational 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
- Demonstrate a good understanding of our talent pool across markets and accounts

Freelance Vendor Coordinator Activities and Tasks:

- Manage timelines, dependencies, and stakeholders to ensure deadlines are met
- Identifying, screening, and recruiting potential vendors to build a trusted, reliable database of supplier partners
- Working alongside internal teams such as Digital and Translation, to ensure vendor actions align with business objectives
- Resolve issues as they arise using practical and timely problem-solving

- Tracking freelancers' performance and working with our Digital and Translation Teams to overcome any performance issues (further testing, clearer briefings, reminder of terms of engagement, etc.)
- Collaborate closely with internal teams to ensure smooth day-to-day project execution
- Negotiate freelancers' rates according to specific account rates or Ultimate Languages standard rates
- Ensure terms are agreed by all new freelancers before starting to work with us
- Manage NDA's and/or any other client specific contracts that need to be approved by freelancers before commencement of our collaboration
- Manage all necessary documentation for new talents (New Supplier Forms (NSF), login details, etc.)
- Ensure the freelancer talent database is up to date in terms of status, rates and experience so Translation and Digital Teams can identify the correct talent quickly and efficiently
- Deal with any finance queries from our writers/freelancers and escalate any major issues to the relevant Translation Account Manager, line manager or finance team member

Knowledge, Skills and Experience

Essential

- Fluent English (written and spoken)
- Strong proofreading with excellent attention to detail
- Experience supporting or coordinating projects in a professional environment
- Strong organizational skills, with a strong sense of ownership and the ability to manage multiple tasks simultaneously
- Ability to work effectively as part of a team, direct and respectful communicator
- Pro-active and comfortable working in a fast-paced environment
- Proficient in Microsoft Office, particularly Word, Excel, PowerPoint, and Outlook

Desirable

- Experience within the travel or tourism sector

Requirements:

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

Working hours:


Monday – Friday | 10am – 6.30pm CET | Full Time Position

Holidays:

🌴 During the first year, the freelancer is entitled to 20 Paid holidays. After one year's service this will increase to 21 days paid

🎁 Half a day's extra holiday for Christmas Shopping in January (after 6-month probation)


 New Year's Day allocated holiday for all freelancers

 Sun Hours – between the months of May and September an allocation of five sun hours may be taken an hour at a time to leave work one hour before your normal finishing time (after 6-month probation)


 Birthday Leave – Enjoy a day off to celebrate your birthday


Perks:


 Performance-based bonus scheme available to reward your impact and results


 Flexitime – Opportunity to start or leave work an hour earlier 3 days a week


 100% Remote Work – Work from anywhere in the world

 Continuous Learning Culture – Join an international team that supports your growth and personal development

 Supportive & Friendly Work Environment – Be part of a dynamic, proactive team where your contributions truly matter

 Challenging & Rewarding Role – Take on diverse responsibilities with real opportunities for career growth

 Learning & Development Opportunities – Access a variety of courses and professional training programs

 Engaging Social Events – Build meaningful relationships with colleagues across the organisation

Salary: Gross **€1,000+** (depending on experience)

Freelance contract will be provided and agreed

upon.

Apply now: sanela.lika@ultimatelanguages.com