



## Localization Coordinator

**Location:** Skopje, Macedonia

**Type:** Full-time

**Apply:** Email resume and why you are a good fit to [cv@protonmail.com](mailto:cv@protonmail.com) with “Localization Coordinator” in subject

### Job description

Company description

ProtonMail was born at the European Organization for Nuclear Research (CERN) in 2013 when a group of scientists and engineers envisioned an email service that empowers users to own their private data and keeps them safe from mass surveillance. Since then, ProtonMail has grown to become the world’s largest secure email service, with over 15 million users and a profitable business model. We are looking for passionate people to join our growing team and help us build an Internet that puts people’s privacy first.

### Role description

The Localization Coordinator will be responsible for managing internal Proton localization requests, ensuring timely delivery and high standards of quality.

Localization requests may come from across the entire Proton ecosystem, from product to marketing, and involve various requirements and complexity levels.

Therefore, the role requires constant communication with stakeholders across Proton and the ability to handle multiple projects and deadlines quickly and professionally. Candidates who are successful in this role will demonstrate they are highly organized and proactive.

### What you will be doing

- Working closely with the Proton Localization Community, vendors, and internal stakeholders to deliver projects on time and on budget
- End-to-end management of multiple localization and LQA requests at the same time
- Responding to context inquiries with a fluent level of English
- Communicating regular status updates to internal stakeholders
- Managing different formats of language files via internal localization tools
- Adapting and enhancing current and new workflows to generate efficient results

### Job requirements

Basic qualifications

- One year of relevant work experience in project coordination
- Detail oriented and able to work on multiple projects at once
- Fluent English

Preferred qualifications

- More than one year of experience in the localization industry
- Knowledge of other foreign languages
- Process and operations oriented



## **Location**

The Localization Coordinator will be based in one of the Proton offices listed below. Due to COVID-19, it is possible to start the role remotely and relocate to one of the listed locations:

- Skopje, Macedonia
- Vilnius, Lithuania

## **Why work at ProtonMail?**

- A friendly and casual office environment
- A dedicated office budget that can be used for gym memberships, buying snacks for the office, public parking or professional development
- We work on interesting, challenging problems every day. There is never a dull moment
- Our rapid growth means there are many opportunities for advancement
- The chance to do something meaningful. ProtonMail protects dissidents, journalists, and activists. Our work saves lives
- Be part of something bigger. Millions of people and businesses around the world have embraced our idea of an Internet where privacy and security are the default. Join the privacy revolution that is changing the world

To learn more about ProtonMail, you can visit our website: <https://protonmail.com>