

## **Translation Project Manager**

Due to company growth, we are recruiting for a Translation Project Manager to join our team based in Worcester, Worcestershire.

You will manage the translation/interpreting process from initial planning to delivery. The successful candidate will be a detail oriented, self-motivated and highly organized person who can manage multiple projects with varying deadlines without compromising quality.

A minimum of 1 year's project management experience is required. Fluency in English with a good understanding of grammar, punctuation and spelling is essential. A minimum of 1 other language is advantageous, to at least A-Level, ideally degree level.

- Salary £18,000 to £25,000 range
- 20 days holiday + bank holidays + Christmas holiday
- Workplace pension
- Working hours 9am-5pm Monday to Friday with ½ hour for lunch
- Office based – WR5 1DU

## **KEY DUTIES AND RESPONSIBILITIES**

You will manage the translation/interpreting process from initial planning to delivery, this will include:

- Assessing and documenting project requirements, clarifying with customer where required
- Raising project paperwork
- Providing timely and accurate quotes to clients
- Placing translation, interpreting and voiceover jobs with suitable linguists based on the project requirements
- Managing linguists to ensure quality and adherence to timelines on all projects
- Final checking of documents
- Document formatting including conversion from PDF format, file preparation and reworking post translation

Please send applications including C.V. to [karen@midlandtechnical.co.uk](mailto:karen@midlandtechnical.co.uk) by 13.09.2021.

[www.midlandtechnical.co.uk](http://www.midlandtechnical.co.uk)