



TRANSCENDING YOUR LANGUAGE BARRIERS

## Translation - Project Coordinator

### JOB DESCRIPTION

Under the direct supervision of the company's president, to ensure that client project requests are placed with, processed by, and received back from translators in a timely, accurate, and cost-effective manner to enable on-time delivery to client.

#### Essential Functions

- ✓ Understands and adheres to company Quality Management System (QMS) requirements and standards.
- ✓ Places basic client projects with appropriate certified/qualified translators based upon availability, language, expertise, deadlines and other relevant considerations.
- ✓ Writes and communicates clear and accurate job instructions for use by the translators assigned to each project (translate, proofread, edit, review, etc.).
- ✓ Works with client's representatives to gather needed information, confirm word and page counts, etc. for open projects or quotes.
- ✓ Maintains accurate and up-to-date information regarding assigned open jobs within the CRM software.
- ✓ Works with translators and internal resources (as necessary) to establish the deadline(s) for each task/document with each assigned translator.
- ✓ Ensures completed files are received from translators within established translation deadlines for each task/document.
- ✓ Consults (as appropriate) per word and/or per hour rates with translators assigned for each task.
- ✓ Supports and works within the correct file folder structure for each document throughout the process.
- ✓ Makes the job folders available to Desktop Publishing (DTP) in a timely manner.
- ✓ Coordinates with translators and internal resources (as necessary) to resolve any translation issues that arise during production
- ✓ Monitors the work of translators for the purpose of ensuring that all translators achieve and maintain a high level of proficiency and accuracy.

#### Qualification:

- Bachelor's degree in foreign language and translation
- 1+ years of hands on administrative support experience
- Proficiency in MS Word, MS Excel and translation software
- ATA certification \*\*\***Spanish preferable**\*\*\*\*
- Translation experience