

## Job Summary

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Vacancy :

Deadline : Aug 01, 2024

Published : Jul 01, 2024

Employment Status : Full Time

Experience : 3 - 5 Years

Salary : To be defined

Gender : Any

Career Level : Mid Level

Qualification :

## Job Description

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### Responsibilities:

Project Management:

- Ensure smooth execution of **unilingual and/or multilingual** translation projects.
- Manage multiple complex multilingual projects with tight deadlines.
- **Assign projects** to appropriate resources and **schedule until final delivery**.
- Serve as the central link for all project stakeholders, **coordinating** questions, resource allocation, and **task planning**. Supervision and Assistance.
- **Guide and assist junior** project managers and interns.
- Perform **quality assurance** checks: project verification, terminology, layout checks before delivery.
- Handle **administrative tasks**: send BDCs to resources, manage ERP, close orders, etc. Collaboration.
- Work with **various company departments**: sales for **pre-sales** phases, **technical** for complex formats, accounting for dispute and **invoice management**. Feedback.
- Manage **client feedback**, critically analyze feedback, handle disputes with resources, and provide capacity management.

### About the company:

Founded in 1998 by Anette Van de Loo, Powerling is now one of the world's **top 75 language service providers**. We advise, create, translate, localize, and integrate content in **over 120 languages**.

We help you accelerate your international development and your digital transformation while preserving your brand image worldwide.

With offices in Lille, Paris, Amsterdam, Hong Kong, and Boston, we contribute to the growth of SMEs, ETIs, and the unicorns of tomorrow, as well as to the development of large groups worldwide.

### Your recruiter:

Maria Talent Acquisition Specialist @ Effitalents.

Feel free to contact her for more information!

## Education & Experience

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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