



con[**text**]

translation interpreting localisation



# Meeting Solutions Manager

Conference Services



**Context** provides complete multilingual meeting solutions with simultaneous interpretation for in-person and virtual events; this includes venue finding, onsite assistance, online technical support, logistics and minuting. The organisation works with national / international corporations, governments and event organisers. Context meeting solutions are tailored to each client's specific requirements, and client satisfaction at all stages of the process is central to this position.

The Meeting Solutions Manager will be responsible for planning, organising, resourcing and managing remote and in-person conferencing as well as hybrid events.



# The challenging role of Meeting Solutions Manager includes:

→ Delivering client centred meeting solutions.



- ✓ Supporting client induction to Remote Simultaneous Interpreting (RSI), arranging demos, tests and training sessions for moderators and presenters.
- ✓ Planning for in-person and remote attendees at the same event and delivering equally high-quality meeting experiences for both.
- ✓ Testing and evaluating RSI solutions for varying event types and client groups.
- ✓ Advising clients on virtual and in-person meeting options.
- ✓ Sourcing and managing all necessary technical equipment and personnel.
- ✓ Supporting the IT security clearance of platforms in cooperation with client IT security executives.
- ✓ Managing client logistics where required, including finding venues and contracting with hotels.



## → Managing interpreter teams

- ✓ Building and contracting teams of onsite interpreters for up to 20 languages, for events held at international locations, with the focus on the European region.
- ✓ Training interpreters in the use of dedicated RSI platforms, and web meeting platforms with added/integrated interpreting features.
- ✓ Supporting interpreter teams before, during and after an event to facilitate excellent performances.
- ✓ Coordinating interpreter teams including logistics.



## Skills required for the role:

A tech-savvy and dynamic individual who is creative, quick to learn, independent and self-motivated, with a keen interest in the language services industry, delivering successful outcomes for our clients. Previous exposure to different cultural environments is highly desirable.

The successful candidate will be:

- ✓ Organised and systematic.
- ✓ An excellent team player.
- ✓ Able to work well under pressure.
- ✓ Curious, creative and solution-focused.
- ✓ Adaptable to changing requirements.
- ✓ A confident communicator in professional settings skilled in ITC.
- ✓ Committed to outstanding customer service delivery.

### → Education required

Completed post-graduate studies. (Near-)native command of English.  
Proficiency in French and/or German desirable.

### → Experience required

- ✓ Customer service or event management record with international organisations or private enterprises.
- ✓ Familiarity with remote interpreting platforms and traditional interpreting equipment desirable.
- ✓ Direct interpreting and/or audio-visual event management experience is a plus.

## Remuneration

An attractive reward package will be arranged in consultation with the successful candidate.

## Training and support

The company will assign a team to support the candidate during a structured three-month induction and training period.

Context places a high value on leadership, team and personal skills development, on continuous professional enhancement and stress alleviation. The company offers a hybrid working arrangement with home office as well as an environmentally future-focused, green office space.

## Days and hours per week

**Working days:** Monday – Friday, time zone variations may occur.

**Hours per week:** 37.5

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# Apply here

Please submit your motivational letter and CV to:

[MSM@context.ie](mailto:MSM@context.ie)