



con[**text**]
translation interpreting localisation



Job Profile

Translation Project Manager

We are looking for

A multi-talented individual to take on the role of
Translation Project Manager

- ✓ Interact directly with clients and suppliers from a variety of cultural and linguistic backgrounds.
- ✓ Cooperate closely with a dedicated team of Project and Account Managers and an inhouse Software Developer.
- ✓ Manage scope, time lines, resources, query resolution, workflows and quality assurance processes.
- ✓ Process translation requests within the environment of our fully integrated service delivery system.

Skills required for the role

If you consider yourself a tech-savvy, dynamic individual, creative, quick to learn, independent and self-motivated, with a curious mind and a keen interest in the language services industry, we'd be really interested in hearing from you. You must have the ability to follow detailed, complex instructions and interlinked processes, to take initiative where needed and conscientiously apply agreed procedures.

The ability to manage several clients and multiple projects in parallel is required, along with the skills to prioritise, organise your own workflow and manage your own time. To work well within the existing Translation team, you will be required to communicate clearly and openly, have the courage to work independently and the humility to ask for help when needed.

You will need leadership qualities, i.e. the ability to motivate your suppliers to perform well and the sensitivity to respect their boundaries. You will need to be interculturally adept and communicate successfully across cultures.

You will need good self-management and self-leadership skills. You will need to be:

- ✓ Organised and methodical.
- ✓ Able to work well under pressure.
- ✓ Creative and solution-focused.
- ✓ Detail-oriented and diligent.
- ✓ A confident communicator in an intercultural professional setting.

Education required

Completed third level and/or post-graduate education in languages and in translation technology.

(Near-)native command of English and proficiency in Irish.

Experience required

Project management in the language services industry, client relationship management, quality assurance.

Use of CAT tools including resource management is essential.

On-boarding stages

Initial training at our premises in Oranmore, Galway would be desirable.

Remote training from week 5 for a total period of 12 weeks is possible. Performance reviews will be carried out after 6 and 12 weeks. Team integration and familiarisation will continue on successful completion of the training period.

Remuneration

Salary levels will reflect the candidate's performance and value to the organisation; the initial training period will be remunerated at 80% of the agreed starting salary.

Mentor / Support

The organisation will assign a team to support you during training and on-boarding.

You will work in close cooperation with the existing team reporting to the Director of Translation.

Context places a high value on teamwork and skills development, a collaborative work environment and continuous professional training.

Days and hours per week

Days per week: Monday – Friday | Hours per week: 37.5

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Apply here

Please submit your motivational letter and CV to:

TRPM2022@context.ie