

## **Translation Project Manager**

**TECHNOGRAFIA** is looking for a **Translation Project Manager** to join the company's offices in Athens, Greece.

The Translation Project Manager is responsible for ensuring the successful planning, execution, tracking, delivery and closure of translation projects.

### **Main duties (non-exhaustive list):**

- Translation projects planning, managing, and requirements gathering
- Use of translation project management tools and software (e.g., Plunet, XTRF, LBS Suite)
- Use of translation tools (CAT tools)
- Use of language proofing tools (LQA tools)
- Managing and updating translation memories, glossaries, and terminology bases
- Creating schedule and monitoring timeliness of delivery
- Managing the budget and controlling project costs
- Overseeing project activities and ensuring resolution to any problems that may arise
- Communicating with customers to define project specifications
- Contacting vendors to assign projects

### **Position requirements:**

- Bachelor's or higher education degree
- Demonstrated success in managing translation projects
- At least 2 years of experience in Translation Project Management
- Very good knowledge of Greek & English, German will be considered a plus
- Very good knowledge of translation tools (e.g., SDL Studio, NXT Transit, memoQ, etc.) and LQA tools (Apsic Xbench, Verifika)
- Team-player with collaboration skills
- Responsible with organizational skills

### **The company offers:**

- Competitive remuneration package
- Continuous training
- Development opportunities
- Employment in an established and constantly evolving company

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