



Originally established in 1997 as a translation agency for the European Parliament, Overtaal has grown over the years to become a full-service language and communication firm. Whatever your needs – precise translations, tailored language training courses, incisive texts – we are at your service. We meet deadlines and ensure quality at all levels.

You will come to know us as a reliable partner, from submission of the original order right through to delivery of the final product. Our trainers, revisers and translators are enthusiastic language professionals who combine a passion for language with a result-oriented approach. Our clients include government institutions and multinationals, as well as a wide range of smaller enterprises. We prioritize and invest in the development of long-term relationships with our clients. Maximizing results in consultation with the client is what we are all about.

## Translation Project Coordinator

- based in Paris

### **Summary:**

Under the direction of the Team Lead to assure effective project management for assigned localization projects to produce high quality localized computer software and documentation from usually English and German into Dutch and also many other required languages.

### **Responsibilities:**

Ensure the successful management and completion of localization projects through professional project management within budget and timeline, and within our quality standards.

### *Finance:*

- Create, monitor, and update project quotes.
- Ensure client's approval of the initial quotes and changes.
- Negotiate pricing for each project and issue purchase orders.
- Provide financial analysis of projects to management.
- Deliver projects within agreed budget (within TransPerfect quality standards and processes).
- Maintain all project related (financial) administration.

### *Communication:*

- Client communication – main point of contact for client communication; maintain smooth communication with clients, Sales and Client Services on all project related matters.
- Production staff – liaise between client and production staff; provide production staff with all information necessary for successful completion of the project. This includes internal as well as external staff in the form of freelancers, sub-contractors and partners.
- PM department – communicate with the PM Lead and General Manager about issues that would affect other projects.
- Liaise with freelancers, other vendors, and partners of TransPerfect on non-project related issues if needed.

### *Project Execution:*

- Secure and assign resources (internal and external) for projects.
- Manage allocated teams in terms of project related matters.
- File handling – receive, distribute and deliver files (between internal and external resources and clients).
- Monitor and ensure timely completion of tasks.
- Support production staff in other departments when needed; trouble-shoot.
- Ensure delivery by agreed deadlines.

**Essential skills and experience required:**

- Excellent written and verbal English communication skills, other languages would be an asset (especially German or French)
- University Degree
- Minimum 1 year of professional experience in a similar position in corporate environment
- Detail orientation with the ability to multitask
- Excellent problem solving and analytical skills
- Independence in carrying out assigned tasks
- Ability to work under pressure in a fast-paced environment
- Highly-developed computer skills (MS Office, Windows)
- Experience in translation and localization project management would be a strong advantage

- ✓ In order to apply, please send your CV to: [nlcareers@transperfect.com](mailto:nlcareers@transperfect.com)
- ✓ More information: [www.translations.com](http://www.translations.com) and [www.transperfect.com](http://www.transperfect.com)