

# Argentina Jobs Expertini®

## Assoc Project Mgr Language Svcs

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Company: Thermo Fisher Scientific

Location: Argentina

Category: other-general

### Summarized Purpose:

Manages basic translation project process flows throughout its complete life cycle.

Assigns and manages the work of linguists, language specialists, and desktop publishers.

### Essential Functions and Other Job Information:

#### Essential Functions

Plans, schedules, and performs risk management of projects.

Allocates resources on any given project.

Tracks project progress to ensure quality, deliveries and cost to stay on plan.

Manages day to day relationship with client on project matters; including status reports and project solutions.

Facilitates effective communication within project team.

Ensures completion of all project-driven administration and financial processes.

Collects KPI data for assigned clients.

Job Complexity Works on problems of limited scope. Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.

**Job Knowledge** Learns to use professional concepts. Applies company policies and procedures to resolve routine issues.

#### Business Relationships

Contacts are primarily with immediate supervisor, and other personnel in the

department. Builds stable working relationships internally.

**Qualifications:**

**Education and Experience:**

Bachelor's degree or equivalent and relevant formal academic / vocational qualification.

Previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to 0 to 2 years).

In some cases an equivalency, consisting of a combination of appropriate education, training and/or directly related experience, will be considered sufficient for an individual to meet the requirements of the role.

**Knowledge, Skills and Abilities:**

0-2 years proven project management experience, preferred in life sciences translations

CAT/TMS tool experience preferred

Ability to multi-task, time management, organization, and attention to detail

Excellent oral, written, and interpersonal communication skills

Proficiency in MS Office suite

**Management Role:**

**No management responsibility**

**Working Conditions and Environment:**

Work is performed in an office environment with exposure to electrical office equipment.

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**Cross References and Citations:**

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