

# Argentina Jobs Expertini®

## Localization Quoting Specialist

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Company: Welocalize

Location: Argentina

Category: computer-and-mathematical

As a trusted global transformation partner, Welocalize accelerates the global business journey by enabling brands and companies to reach, engage, and grow international audiences. Welocalize delivers multilingual content transformation services in translation, localization, and adaptation for over languages with a growing network of over , in-country linguistic resources. Driving innovation in language services, Welocalize delivers high-quality training data transformation solutions for NLP-enabled machine learning by blending technology and human intelligence to collect, annotate, and evaluate all content types. Our team works across locations in North America, Europe, and Asia serving our global clients in the markets that matter to them. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The purpose of this job is to assess the scope of each project and complete a project quote, communicating as needed, to the Project Management team so as to ensure that the client's requests are met in a timely manner; and support the project completion process through the development and use of language tools and pilot processes.

### **Responsibilities**

Prepares quotes and calculates turnaround times for clients (administrative management).

Responsible for conducting a follow-up of quotes in order to achieve the target acceptance rate.

Monitors client satisfaction and any increases/decreases in their use of services. Provides feedback on perceived client satisfaction and service completion.

Detects new sales opportunities bringing add-on business and retaining existing accounts.

Discusses and plans sales strategies for existing clients with the Business Developers.

Advises the client on how to best manage a project, not only in terms of product specifications but also with regard to expenses.

Tries to reduce administrative tasks by implementing sales actions to improve workflows with existing clients and increase margins.

Responsible for meeting targets in the following KPIs: the amount of money quoted, amount of money accepted and price-per-project of existing clients.

Communicating project information to necessary parties in a clear, concise and professional manner.

Conveying specific client requests effectively to Project managers.

Finance governance: Responsible of registering the correct information from de clients when creating the projects in the system: Legal entities (from the client and Welocalize), PO if needed, billing schedule.

### **Skills and Knowledge**

Essential: Fluent in English, excellent oral and written communication, and comfortable speaking to clients at all levels, via phone or video call.

Desirable: Knowledge of other language Essential: Total Command of Microsoft Office.

Desirable: Knowledge of XTM and/or Phrase, and FineReader.

### **Education and Experience**

#### **Education:**

Essential: Middle or higher-level vocational training in administration or university degree.

Desirable: Master's Degree.

**Experience:** 2-4 years of experience in customer-facing activities related to the localization/translation/project management fields.

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