

Argentina Jobs Expertini®

Senior Localization Project Manager

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Company: Welocalize

Location: Argentina

Category: business-and-financial-operations

Main Duties

The following is a non-exhaustive list of **responsibilities and areas of ownership** of the Project Manager:

Experience with Machine Translation and NLP work processes are recommended.

Technical Skills: JIRA, Confluence, Zendesk, and PowerBi.

Project planning, scoping, requirements gathering and validation with client.

Quoting, estimates, working with budgets are part of the regular daily tasks.

Identifying and working with the relevant client and internal stakeholders to plan and resource projects appropriately in terms of quality, cost, and schedule requirements.

Risk analysis and contingency planning (plan-do-check-act cycle).

Leading the internal and external team to successful execution and delivery of client projects.

Creating schedule and monitoring timeliness of delivery.

Managing the budget and controlling project costs.

Establishing and nurturing relationships with the customer, internal teams and external suppliers.

Overseeing project activities and ensuring resolution to any problems that may arise (corrective and preventive action).

Actively seeking ways to optimize delivery, client satisfaction, quality and profitability.

Reporting, both in written and verbal form, to internal and external stakeholders regarding Project scope, financials, progress and status, formally and on an ad-hoc basis as required.

Ensuring finance systems are kept up to date and accurate.

Process documentation and knowledge management.

Ensuring profit of project is maintained through the management of margin.

Measures of Success

Delivery of services in line with core KPIs for project management, which include but are not limited to:

client satisfaction;

on-time delivery;

cost control and profitability;

revenue throughput;

client growth.

Experience

Proven project management experience in a fast-paced, client-centric environment, ideally in the translation or localization industry.

Knowledge of the translation industry and a keen interest in its technology, process, competitive landscape and emerging trends.

Demonstrated success at managing large accounts and/or projects.

Curiosity and creativity to question existing processes and approaches and innovate new ones.

Proven experience in development of processes and ideas.

Experience in financial management and budget to actual management.

Customer relationship management and business development skills to drive organic growth.

Must be available to travel for work related commitments.

Other Relevant Skills

Energy and a positive attitude with excellent interpersonal skills.

The ability to lead large, diverse, virtual teams.

Excellent Written and verbal communication skills.

Strong organizational and problem-solving skills.

Effective presentation skills.

Ability to build and maintain strong client relationships.

Ability to manage multiple priorities in a time-sensitive and deadline-driven work environment.

Ability to cope with high pressure caused by one or more project management elements such as quality, turnaround time, resource or budget constraint.

Attention to details.

Ability to learn and master quickly the technology, tools and processes required by the account.

The ability to train a Project Coordinator on projects/processes.

Education Level

Bachelor's degree (from a college or university in related field or relevant working experience.

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