

## Translation Project Manager

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Company: ProZ.com

Location: Argentina

Category: arts-design-entertainment-sports-and-media

## Translation Project Manager

Job posted at: Apr , 4 : GMT (GMT: Apr , 4 :)

**Job type:** Potential Job

**Service required** : Project Manager (other)

**Languages:** English to Spanish, Spanish to English

**Job description:** We're looking for an awesome Freelance Project Manager based in the USA (mandatory)

At Win & Winnow, we offer more than just professional opportunities: the chance to join our passionate team driving towards success. We're seeking an exceptional Freelance Project Manager | US-based. If you're proactive, dedicated to positive change, and ready for an enriching career, we want you!

As a triple-impact sustainable company, certified as a B Corporation and women-owned. We're also an Equal Opportunity Employer, fostering an environment where everyone's unique talents contribute to our collective success.

Interested? Let's get into it!

The Project Manager is responsible for managing customers' multilingual projects and assuring their satisfaction at all times, identifying areas of growth potential and working closely with the production team to assure effective delivery. This entails participating in all steps of the production process from project quote and planning to delivery and expansion of existing customers to reach full potential.

They manage the relationship with the clients they are assigned to and act as the interface between the customer, internal production teams, external vendors, and the business development team.

Functions:

Analyze, set up, and schedule multilingual translation and localization projects for assigned customers.

Provide client support throughout the project, set up and manage customer expectations.

Solve production related issues.

Conduct post mortem meetings with the project teams and with the customer; create action plans following a project issue.

Final check-in assigned projects. Make sure that the deliverables are according to the client's needs.

Requirements:

Formal Education:

Advanced student or Bachelor's degree in Administration, Engineering, tourism, Translation or related fields.

Skills:

Excellent English and Spanish oral and written communication skills

Strong interpersonal and problem-solving skills

Ability to handle multiple tasks and prioritize work

Excellent time management skills

Technology savvy

Demonstrates respect for and appreciation of different cultural perspectives and respects for various perspectives based on and geographic differences

High energy level and highly motivated

Result driven – drives for action, for trying new things, and for getting things done

Background:

1-4 years of working experience as a Project Manager - or Coordinator - in a similar industry

Experience working in an international environment with remote teams

Experience working in a fast paced working environment and under pressure

Experience working in freelance or project-based role

Knowledge of translation management tools is a plus

Join us on the incredible journey of transforming lives through global communication

**Company description:** We are a translation and localization provider committed to supporting leading global companies through comprehensive language solutions.

We've been delivering solutions in over languages to clients around the globe since 4. We've been ranked in Common Sense Advisory's Top Latin American Language Service Providers since 2.

**Poster country :** Argentina

**Service provider targeting (specified by job poster):**Subject field:Medical: Health Care

**Required quoter location:**United States

**Quoting deadline:** May , 4 : GMT

**For more information, see**URL not shown

**About the outsourcer** This job was posted by a Business member with a Blue Board record with a likelihood of working again average rating of 5 out of 5

Note: Sign in to see outsourcer contact information.

Contact person title: People & Culture Specialist

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