

Translatic is an ISO 17100 certified language service provider with offices in The Netherlands and Poland. We annually translate millions of words into all European languages including marketing campaigns, technical manuals, reports and campaigns for European institutions, textbooks for foreign language education, deeds, court orders, medical files, texts for fashion labels, corporate brochures, and many more.

Are you passionate about languages? Are you enthusiastic and ready to learn new skills? Or are you looking for a new challenge and a career change this year? We are expanding our business activities and are currently looking for a Project Manager to join us in our office in Wrocław! We would like to hear from you!

PROJECT MANAGER

Wrocław

Scope of duties:

- Day-to-day coordination of translation projects in multiple language combinations
- Maintaining and developing professional relations with clients and vendors
- Efficient selection and coordination of team of suitable translators and revisers
- Setting out delivery deadlines, effective project planning
- Monitoring progress and budget
- Performing quality assessments, monitoring general quality of translations and services

Requirements:

- Higher education in languages or translation would be preferred but not necessary
- Fluent in English, knowledge of either French, German or Dutch is a plus
- Excellent IT and administrative skills
- Outstanding organizational and leadership skills
- Ability to make independent decisions
- Problem solving skills
- Multitasking and ability to prioritise

Benefits:

- Working in a stable and international work environment
- Access to new technology solutions, CAT tools training, possibility of professional development
- Competitive salary
- Private medical care and group insurance

Interested candidates are invited to send their **CV with motivation letter in English** to Mirjam Kolkman, Production Manager: mirjamk@translatic.eu. Please note that applications in the Polish language or without motivation letter will not be considered.