



Vacancy for PROJECT EXECUTIVE – Translation services

Responsibilities:

- Working as part of a team that manages multilingual projects for our clients in the telecommunications and electrical engineering sectors, the successful candidate will report to a Senior Project Manager.
- Projects involve the localisation of software (for e.g. mobile telephony devices or data analysis applications), online help, websites and documentation, from receipt of source text through to final sign-off.
- Supervision of external resources (translators)
- Liaison with internal resources (editors, DTP specialists, localisation engineers, software testers)
- Quality control and assurance.

Qualifications and experience:

- The position would suit someone with 1 or 2 years experience within a translation project management environment who wishes to progress to a larger company with a complex and varied project portfolio.
- Linguistic qualifications to postgraduate level.
- Excellent communication and organisational skills.
- Some knowledge of localisation tools and processes combined with hands-on use of translation memory systems.
- Basic knowledge of DTP tools (e.g. FrameMaker and InDesign)
- Strong IT aptitude.
- Excellent attention to detail.
- Flexible mentality, ability to learn quickly and enjoy team work.

Competitive salary, negotiable according to experience. On-going training and development opportunities.

Preference will be given to candidates with an EU work permit.

About ITR Ltd

ITR specialises in multilingual project management. We provide our services to global companies in the engineering, telecommunications, financial, medical and software manufacturing sectors. Since 1985 we have built an unrivalled reputation for combining excellent linguistic quality with technical expertise and outstanding customer service. [ITR has been an accredited Investor in People since 2002.](#) This is an opportunity for a quality-driven individual to develop a rewarding career within the company.

Please send your CV with a covering letter to resources@itr.co.uk using the message title: **PE_0805_ Application.**

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