



Vacancy for PROJECT MANAGER – Translation services

Responsibilities:

- Managing multilingual projects involving the localisation of software, online help, websites and documentation, from receipt of source text through to final sign-off.
- Client relationship management.
- Supervision of external and internal resources (translators, editors, DTP operators, localisation engineers, software testers, printers).
- Quality control and assurance.
- Resource planning.
- Budget control.

Qualifications and experience:

- At least 3 years experience within a translation project management environment on the vendor side.
- Linguistic qualifications to postgraduate level.
- Excellent communication and organisational skills.
- Broad knowledge of localisation tools and processes, combined with hands-on use of translation memory systems.
- Some knowledge of DTP tools (e.g. FrameMaker and InDesign) and XML-based content management systems.
- Strong IT skills.
- Excellent attention to detail.
- Flexible mentality, ability to manage a complex and varied workload, solve problems, motivate others and enjoy team work.

Competitive salary, negotiable according to experience.

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. 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: **PM_0804_ Application**.

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