

# CAREER OPPORTUNITY For Graduate Linguist

## PROJECT ASSISTANT TECHNICAL TRANSLATION PROJECTS

### Company profile

ITR is a privately owned company founded in 1985 to provide a technical translation service to exporters. We specialise in multi-lingual project management and are a “one-stop” source for technical translation, multi-lingual publishing and software localisation. Our clients include many global companies from the automotive, telecommunications, engineering, medical, financial and software industries. Our processes are Quality Assured to DIN EN 15038-2006 Standard.

We are pleased to announce a **vacancy for a Project Assistant** to work as a member of one of our translation project management teams. The position offers scope for promotion and long-term career prospects and would suit a capable linguist with an exceptional aptitude for IT and strong interpersonal skills. Full training will be provided in the use of technology and project management techniques.

### Job description

The successful applicant will work with an experienced Project Manager in a support role, providing administrative help with all the processes involved in the production of foreign language documentation and software localisation. This includes many IT-related activities involving a variety of software applications (Translation Memory software, electronic publishing tools etc) as well as learning to manage workflow.

### Preferred qualifications:

- a university degree in one or more modern language, and a postgraduate qualification in Technical Translation, Applied Languages, Computational Linguistics, or a related field.
- the ability to communicate well in written and spoken English.
- very good IT skills (The candidate will be expected to develop an in-depth knowledge of all our in-house software and will be trained as necessary.)
- excellent administrative and organisational skills.
- a desire to develop excellent customer care skills.
- initiative, energy, team spirit and professional commitment.

Hours: 09.00 - 17.30 Monday to Friday. Salary: negotiable

Applications in writing only, with CV, to: [recruitment@itr.co.uk](mailto:recruitment@itr.co.uk) (ref: PA\_07) at :



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