

Company: Talk Finance

Description: TALK finance is a Luxembourg-based translation company specialising exclusively in the financial sector. Our in-depth knowledge of finance, and more specifically of the investment fund (including hedge funds, real estate, and venture capital) and insurance sectors, enables us to offer top-quality translations, in many language combinations, carried out by translators who are experts in the financial mechanisms and terminology specific to this field.

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Translation Project Coordinator (m/f)

The project coordinator will be responsible for end-to-end translation project management in a deadline-driven environment. S/he will assess, coordinate, assign, monitor, and deliver translation projects within a defined timeline and budget, working closely with translators, reviewers, account managers and clients.

LOCATION: Berlin

DETAILED JOB DESCRIPTION

The following is a non-exhaustive list of the tasks that the Employee is expected to perform:

- Manage all aspects of the translation project, including file processing, scope, time frames, quality, costs, resources
- Facilitate effective team communication and collaboration, including communication with clients and translators
- Quality Assurance prior to delivery
- Keeping project admin up-to-date and maintaining records of all costs
- Tracking project progress and assessing Translation projects risks
- Managing projects budget, costs and margin
- Planning and tracking the use of resources throughout the projects
- Adjusting plans and milestones by changing priorities, constraints, and requirements
- Managing changes to scope and client expectations
- Identifying and evaluating critical issues and developing effective solutions
- Participating in process improvement program
- Soliciting and analysing feedback

SKILLS AND EXPERIENCE

The candidate should meet the following requirements:

- University degree, preferably in language studies/translation
 - Previous experience in project management and customer service
 - Demonstrated organizational skills (managerial qualities and communication skills)
 - Fluent in English, German and French
 - Stress Resistant and well organised
 - Independent with a strong sense of initiative, but also able to work harmoniously with other team members
 - Flexible & Self Motivated in order to meet tight deadlines and organize heavy workload
 - Strong focus on achieving team goal(s) and delivering quality projects
 - Ability to take on responsibility, be reliable and consistent and escalate risks pro-actively
- Experience in using CAT tools (preferably MemoQ) and Proficient computer skills (MS Office, InDesign) will be viewed as a strong plus

We will only consider serious applications from persons meeting the above requirements. Please answer to hr@talkfinance.biz