

ST – Project Manager Assistant with German & English

Placement Location: Nottingham

Vacancy Description

Start Date: September 2018

Preferred Duration: 6 months



The Host Company

The host company is based in Nottingham, a cosmopolitan and lively university city in the heart of the UK. Their geographical location is ideal for providing a UK-wide service and modern technology ensures that all their overseas clients - in Europe, the USA and the Far East - receive the attention they would traditionally associate with a local service provider.

They have a team of project managers based at their headquarters and employ the services of several hundred in-country professional translators on five continents.

The Placement

The host company is seeking an Assistant Project Manager with fluent English and German language skills to work in their busy translation company in Nottingham, UK. The successful candidate will assist their project managers in the following areas:

- Assisting project managers with placing client jobs with suppliers and creating purchase orders.
- Processing of multilingual files often in different file formats (incl. importing/exporting files, final quality checks, etc.).
- Creating and updating translation memory alignments using CAT tools.
- Monitoring supplier availability.
- Archiving completed projects and managing confidential client information.
- Updating client-specific reference files.
- Translating small texts into German.
- Assisting Sales and Marketing department with various projects.

The Ideal Student

With language qualifications to degree level, you will be a team-player with problem-solving skills, commercial awareness, and attention to detail. You will demonstrate competent numeracy skills and be able to quickly acquire new IT skills. Familiarity with MS Office and other common office software is essential, experience in a translation environment and/or an additional language would be further advantages.

Contact: ispo@emc-dnl.co.uk

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