

K International Plc**Job Description****Job Title**

JUNIOR PROJECT MANAGER

Purpose

To manage a series of language based projects and tasks, efficiently and to the quality level agreed with the client, purchasing the translation within the range indicated on the Project Brief. This will involve the effective co-ordination of in-house and external translators as well as the business' technological resources.

Scope

All aspects of Project Management including:

- Maintenance of an effective database of translation professionals, ensuring that we can supply when required the correct breadth of languages, experience, cost and expertise.
- Supplier negotiation.
- Co-ordination of human and technical resources to achieve the successful completion of projects and jobs.
- Achieving agreed deadlines.
- Effective use of Machine Translation, Translation Memory and Database tools.
- Agreement to and production of project plans where appropriate.
- Quality Control of Project output including proofreading and editing.

Accountabilities and Responsibilities

- Quality of Output
- Adherence to and audit of agreed work practices.
- Supplier selection and control.
- Effective deployment of IT resources.
- Operating within project budgets.
- Project completion.
- Reports to: Language Centre Manager

Nature of Role

The role is the key production position in the company. The jobholder will at all times work within the aims and values outlined in our Vision and Mission statements. In particular, we have important relationships to manage with our suppliers.

The jobholder will become our production expert, using the human and technological resources at their disposal to most effectively complete the project or task to the mutual benefit of K International and the client.

It is vital that the jobholder closely manages each project or task, ensuring that client deadlines are met and that quality standards are up held.

Primary Objectives

- To achieve target dates agreed with our clients for the production of translated work.
- To ensure that a consistently high quality of translated work is produced by K International by both in-house and sub-contracted translators.
- To agree and document a plan for each project.
- Ensure that each project is appropriately monitored.
- To ensure that our supplier database is properly maintained and that we have appropriate, fully tested and validated translators
- Our database should give us full language, experience and expertise cover.
- To put in place and carry out the required audit processes to identify and correct faults or inconsistencies in our work practices. Constantly look for best practice.
- To ensure that our suppliers are managed effectively, at all times operating within the business terms and deadlines we set with them.
- To co-ordinate the activity of the appropriate in-house and sub-contracted resources for the successful completion of each project.
- To manage the quality of our completed work to the highest standards ensuring the correct proofreading and checking is undertaken.
- Production of Purchase orders.

Experience and Skill

1. A recognised language degree or equivalent.
2. High level of understanding in the effective deployment of a range of technology to enhance the translation process.
3. Highly organised.
4. Good people skills.
5. Numerate.
6. Ability to work calmly and effectively under pressure.
7. Good general business background.