



Job Title Senior Translation Project Manager

Location Tokyo, Japan

Contract Type Permanent

About Alpha

Alpha has been at the forefront of the translation, localization and now globalization industries since 1987, and is now a Global Top 10 Localization Provider. We've built an in-house production model for the world's most demanding companies.

Alpha is a warm, lively and welcoming firm with over thirty nationalities represented in its sixteen offices. Every individual adds their own personality to our culture, and allows us to paint a bright, vivid and multi-faceted picture of the world, in micro, in each place. In the end, being part of the team is about more than work. We have activities ranging from summer paint-ball to cookery contests; book exchange to film watching, taking place across all our thirteen countries.

The global client list currently counts more than 1000 companies and covers a number of sectors and a variety of projects.

Position

We are looking for autonomous and self-motivated candidate who will have the responsibility of responding and addressing customer requests, liaising with our in-house teams and also with external suppliers to make sure clients' requests are carried forward, and project manage multilanguage projects. Japan natives are required for this position.

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Main Tasks

- Engage Client Requestors continuously to anticipate work cycles and produce forecasts
- Provide assessments and quotes
- Analyse requests as regards schedule, volumes, languages, workflow steps and propagate knowledge to internal teams
- Engage in localization planning with requestors from an early phase and lead a full localization strategy
- Receive originating files from requestors
- Prepare files and deliver them back to requestors
- Manage the project from initial handoff to final handback
- Monitor project progress and costs
- Identify and allocate internal and external resources and liaise with them
- Develop and maintain budgets, schedules and quality parameters
- Ensure clear and consistent information is disseminated to stakeholders and project teams
- Interface proactively with teams to recognize, mitigate, and resolve project risks and issues

Key requirements

- Excellent computer skills
- Ability to facilitate productive relationships with customers, cross-functional managers and team members so as to plan and execute localization projects
- Ability to transform ideas into words and actions in a fast-paced environment
- Ability to foster cooperation, commitment, and a positive attitude from colleagues, peers, and partners
- Experience working with different cultures and across multiple time zones
- Experience using project management tools to estimate and track project cost, time, and quality
- Experience with Translation Management Systems
- Experience using CAT tools and terminology management tools
- Proficiency in English and one or more foreign languages
- Excellent written and verbal communication skills in English and Japanese
- Bachelor's degree preferred in localization, linguistics, or a related discipline
- Preferably previous experience in a translation or localisation environment

How to apply

Interested? Please send your CV and covering letter to japanrecruitment@thisisalpha.com. We look forward to hearing from you.