



ALPHA

**Job title:** Translation project manager

**Location:** Brno, Czech Republic

**Contract type:** Permanent

## Building the **big picture** out of **small details**

Do you thrive on the challenge of managing multiple projects and prioritising a busy workload? Would you relish the chance to work with global clients in dynamic industry sectors? Can you guide a team to achieve strategic goals through careful planning and coordination?

If you can answer yes to all of the above, this position as a project manager at a world-leading localization agency could be the perfect opportunity.

Excellent organisational skills are essential for this position and you'll have a proven ability to conduct business proficiently in written and spoken English. Working with the latest localization tools and technologies, you'll also need to demonstrate IT competency and a willingness to learn new platforms and processes.

In this role, you'll demonstrate your proficiency in balancing the three fundamentals of project management: people, time and money. You'll require a comprehensive approach to planning but also possess the flexibility to adapt workflows and find solutions when difficulties arise.

As a team player who builds an excellent rapport with colleagues, you'll be able to coordinate joint efforts to achieve outstanding quality standards within demanding timeframes and tight budgets. This is a highly visible client-facing role for someone who enjoys connecting with different cultures.

**Alpha**

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## Main responsibilities

- Planning localization workflow
- Estimate cost and duration of localization projects
- Execute localization projects according to workflow plan and deliver on time and within budget
- Create localization project plans
- Manage external vendors and internal stakeholders to coordinate schedules, deliveries, reviews, staging and publishing
- Lead regular meetings with international stakeholders for project status updates, program progress and budget
- Ensure vendors perform according to agreed service level agreements regarding time, quality, and budget
- Implement and document process and best practices

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## Key requirements

*Essential requirements include:*

- Minimum of 4 years of localization project management experience
- Ability to estimate costs and manage to budget
- Excellent project management and organizational skills
- Ability to work independently
- Experience managing multiple projects simultaneously as well as complex and remote projects
- Positive, professional and flexible personality
- Creative thinker who has the ability to bring new ideas to the table
- Excellent communication skills, both verbal and written

*Desirable requirements include:*

- Thorough understanding of localization process and best practices
- Familiarity with localization tools, such as translation management systems, translation memory, content management systems, terminology management, style guides and project management tools
- Experience with localization technology and integrations
- Experience working with multinational organisations

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## About Alpha

Alpha has been at the forefront of the translation, localization and now globalisation industries since 1987, and is a global localization provider. We've built an in-house production model for the world's most demanding companies and work with many of the world's biggest brands.

Alpha is a warm, lively and welcoming firm with over 30 nationalities represented in its offices. Every individual adds their own personality to our culture, and everyone contributes to defining our core brand values, which are: smart, human and global.

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### **How to apply**

Please send your CV and covering letter explaining how you meet the key requirements of the role to [careers@thisisalpha.com](mailto:careers@thisisalpha.com).

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