



### Language Coordinator:

- Evaluate reliability of source translation memory and reference material (in quoting stage, procedure TBD).
- Create, translate and maintain client or project glossaries/consistency files.
- Project file alignments, creation of TMs and translation memory cleanup.
- In case of unclear/incomplete client answers, make terminology decisions with other translators for input in final files.
- Review junior translators' files, assist junior translators on specific client/language processes and provide input on quality and process integration to Dir Ops.
- Brainstorm regularly with Dir Ops on any processes potentially impacting translation quality and-make suggestions for continuous improvement.
- Interviewing and/or assessing new candidates to free-lance/in-house translator's position.
- Evaluation of freelancers and translation vendors on quality, overall performance and communication.
- Advise for PMs on most suitable translators for a specific project.
- Coordinate team of /lead translators working on bigger projects
- Review work of freelance translators and vendors on bigger projects

### **Supervision:**

- Not applicable

### **Communication:**

- Attend kick-off and participate in project meetings.
- Report project issues effectively and timely to other project members (PMs, Engineers, DTP)
- Report to Dir Ops general process and individual-related issues.
- Actively suggest actions to Dir Ops towards process improvement or cooperate on enquiries/forms from Dir Ops towards process improvement.
- Regular meetings with Dir Ops on personal training objectives and progress results.

### **Specialism:**

- Excellent linguistic skills in English and native language.
- Work as team member to ensure each project is finished as scheduled and according to the highest possible technical/linguistic standards.
- Relate linguistic and quality issues (Vs time, client or general process constraints) to other production groups and Dir Ops.
- Use effectively translation and terminology management tools.
- Cooperate with Dir Ops towards general translation process improvement and future resource deployment (when required).