



Position: Sr. Translation Project Manager

Company: International Language Center

The International Language Center (ILC), established in 1983, is St. Louis' largest, full-service language provider. ILC provides Language Services in Translation, Interpreting, and Language Instruction in all languages, including American Sign Language.

We have an immediate full time position in our Translation Department for a dedicated individual who shares our company's passion for foreign language communication. This individual will work directly with clients and linguists on a daily basis. This is a **very fast-paced position** and requires someone with exceptional oral and written communication skills, advanced proofreading skills, outstanding organizational skills, stellar capacity for multi-tasking and an excellent customer-service attitude!

Responsibilities: Primary responsibilities include:

- Provide support to the Director of Translation & DTP Services.
- Speak directly with clients regarding their specific translation projects.
- Track project progress from start to finish and provide periodic and timely updates to the client.
- Coordinate translation projects among appropriate external resources that vary by project such as translators, editors, proofreaders, DTP designers, and studios.
- Organize digital project files, and forms.
- Complete file analysis using translation memory software, create and update translation memories, develop cost estimates, and project schedules.
- Approve and track job costs.
- Audit Translators, Editors, and Proofreaders to ensure that they are representing ILC professionally, ethically, morally and following our strict standards of quality, service, and conduct.
- Maintain workflow by systematically analyzing data and systems and identifying solutions, implementing cost reductions, and developing reporting procedures.
- Maintain professional and technical knowledge.
- Research Language Service opportunities throughout the midwest and the US, and work with ILC Management teams for company advancement and growth in all service areas.
- Participate in company marketing efforts and promotional event management.
- Contribute to team effort by accomplishing related departmental assistance as needed.

Requirements:

- **Fluency in English is absolutely necessary! Bilingual and Multilingual a PLUS!**
- **Must possess outstanding organizational, written and verbal communication skills!**
- **Must be customer-service oriented!**
- 4-year college degree or higher required. *International Travel /Studies a PLUS!*
- Proficiency with Microsoft Office, CAT Tools (Trados Studio Translation Software) and Adobe (Acrobat, Illustrator, InDesign, Photoshop).
- Prior experience working with large clients and numerous deadlines.
- Must have prior experience in language services and Translation Project Management.
- Self-starter with a pleasant and outgoing personality.

Applicants MUST BE eligible to work in the US:

An applicant is considered eligible if he/she is in the US as a citizen, green card holder or a work/study visa holder and can immediately start to work.

Apply by E-mail:

To apply for this position, please submit your **résumé AND cover letter** (BOTH items must be received in order to be considered) in Word or PDF attachment by email (*no phone calls please*):

Amanda Elliott, Business Operations Manager
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