# tptTransPerfect was founded in 1992 with the following mission: to provide the highest quality language services to leading businesses worldwide. With no external financing, the TransPerfect family of companies grew from its humble beginnings as a two-person company operating in an NYU business school dorm room into the world’s third-largest translation and software localization firm and one of the fastest-growing privately held companies in the United States. With a network of over 5,000 language specialists and over 2,500 full-time employees in over 80 locations across 6 continents, we’re continuously ready to meet our clients’ needs, around the clock and around the world.

We attribute our growth to the skill, aptitude, and commitment of our high caliber employees. Put simply, we hire the most talented candidates and give them the guidance, resources, and opportunities they need to grow their career in an expanding environment.

**Localization Project Coordinator (15h – 24h shift)**

**based in PRAGUE**

**Position Summary:**

The position of the Project Coordinator is responsible for managing and coordinating the completion of all language projects.

**Position responsibilities:**

* Manage the entire life-cycle of multiple localization projects in a fast-paced environment
* Coordinate all the project phases and efficiently predict the lifespan of all the stages of the project
* Liaise with sales staff to clarify project parameters
* Negotiate deadlines and rates with vendors
* Establish and maintain excellent relationships with contract translators and proofreaders globally
* Monitor and control projects status
* Manage project finances, including budgeting
* Prepare and maintain project documentation
* Comply with relevant and applicable procedures
* Perform quality checks at various stages of process to ensure quality and accuracy (proofreading, final eye…)

**Essential skills and experience required:**

* Excellent written and verbal English communication skills, other languages would be an asset
* University Degree (preferably in linguistic/translation related studies)
* Minimum 1 year of professional experience in a similar position in corporate environment
* Detail orientation with the ability to multitask
* Ability to meet deadlines
* Excellent problem solving and analytical skills
* Independence in carrying out assigned tasks
* Ability to work under pressure in a fast-paced environment
* Highly-developed computer skills (MS Office, Windows)
* Experience in translation and localization project management would be a strong advantage

In order to apply please send your CV to: [pragcareers@transperfect.com](mailto:pragcareers@transperfect.com)

More information: [www.translations.com](http://www.translations.com) and [www.transperfect.com](http://www.transperfect.com)