



## **Position: Language Project Manager Translation Management (GERMAN-speaking)**

### **Who we are**

We are an international language agency, based in Cape Town, South Africa. From here, we oversee language projects for companies and private clients in Germany, Europe and across the world. Translations and transcriptions are our speciality. But we also have expertise in other language services: voiceovers, coding, subtitling, proofreading, copywriting, and text and data entry. We are a mix of South Africans and Germans, and we all feel at home in Cape Town. Around the office, we speak German, English, Zulu and Afrikaans – sometimes in the same sentence. We are a small team and work closely together. Flexibility, positive energy and enjoying what we do is key.

### **About this position**

**Your primary responsibilities will be to coordinate language projects in both German and English, by supervising our freelance linguists, and to ensure the quality of all language projects. This full-time position is available immediately. Do you have a good grasp of the German language? Are you well-organised, pro-active, and do you have a passion for language and thoroughness? Then this might be the job for you!**

### **Your tasks**

- Client management: you will be the interface between some of our German-speaking clients and the translators/transcriptionists and other linguists
- As part of our project management team, you provide independent support for existing clients in all or most language service areas, from quoting, to project planning and to invoicing
- You are responsible for converting German client enquiries into confirmed project orders, primarily by drawing up tailor-made quotations to meet client requests, via email and personal communication with clients, in close coordination with the Project Management team, Project Leadership, Marketing, and Recruitment, thereby contributing to the further development of the company's key accounts and the volume of project assignments received
- You make decisions independently, regarding the assignment and coordination of translation projects
- You might support Marketing and Business Development, among other activities, with marketing measures for the acquisition of new clients and the expansion of our client base
- You manage the final quality control for all your client's projects

### **Your profile**

A positive attitude, flexibility, energy and focus, and the will to learn new skills and bring in and implement your own ideas are more important to us than qualifications or many years of experience.

### **Experience in the following areas would be of advantage:**

- Project Management, Key-Account Management, Event Management, Procurement/Vendor Management, Client Contact/Service Industry



- Marketing, Sales or Business Development, Business Administration
- English/Language Studies, Applied Linguistics, Translation Industry, Copy-Editing Industry
- Language Skills: one additional language, besides English and German

**Knowledge and skills:**

- Excellent German language skills (native level), very good English language skills (fluent)
- Client friendly and professional communication style
- Result-oriented and pro-active
- High degree of diligence, sense of responsibility, personal accountability
- Proactive thinking and acting
- Problem-solving skills and client/service orientation
- Enjoy working in a deadline-driven and dynamic environment
- High degree of agility, ability to switch between projects of varying complexity, difficulty and delivery time, while maintaining focus and perspective
- High degree of accuracy and attention to detail
- Process-oriented, analytical and structured thinking, ability to understand complex projects and review complex files
- Accurate and independent working style while also thriving in a collaborative team environment
- Good time and self-management, ability to set priorities and work through projects accordingly (workflow management)
- Good IT understanding and computer skills, particularly essentials such as Microsoft Office Excel, Word, PowerPoint etc.
- Technology adeptness: genuine interest in software solutions and the eagerness and ability to acquire/expand further software knowledge
- Interest in language and culture: awareness of the existence of geographical, political, financial and cultural differences in the various regions and countries of the world and their influence on translation requirements
- High motivation to contribute directly to the growth of the company

**Please send your up-to-date CV and letter of motivation, stating why you would like to become part of the team, to: [marlen.boehm\(at\)msskapstadt.de](mailto:marlen.boehm(at)msskapstadt.de)**

**We look forward to hearing from you!**

**MSS Cape Town**