



Rheinschrift Übersetzungen is a translation services provider catering to global players worldwide and is one of the largest companies within the sector in Germany. Our focus lies on IT (software & hardware), technology, business & finance, law, medicine and medical technology.

For our office in **Jerez** we are looking for a motivated

Junior Localization Project Manager (m/f) **(full time)**

Your tasks

- Contact partner for our national and international customers
- Managing small translation and localization projects from a to z – including analyzing source material, converting and sending files, monitoring project status and organizing quality assurance all the way through to invoicing
- Developing problem solution strategies/crisis intervention
- Organizing and managing translator teams (internal and external)

Your profile

- Completed studies in translation/localization or modern languages or comparable vocational training, ideally with project management qualifications
- Knowledge of business processes within the services industry
- German skills are a plus
- Negotiation-level written and spoken English
- Confidence in dealing with customers and colleagues
- Proven communication skills
- Experience using various computer programs (MS Office) and file formats, knowledge of CAT programs is a plus
- Well-defined organizational and multitasking skills
- Target-orientation and ability to work efficiently

... **Rheinschrift** is offering a long-term job in a pleasant working environment with flat hierarchies and performance-related remuneration.

Please send your complete application with your salary expectations and your earliest possible starting date to:

Rheinschrift Language Services
Rolshover Straße 99, D-51105 Köln, Germany
www.rheinschrift.de

or by e-mail to: jobs@rheinschrift.de

For queries, please contact Andrea Nahrwold (+49 (0)221 801928-45).