

You like multitasking. You love complicated projects that require your attention to detail. You like helping people. You love working hard because you know the work you do is valuable. We get you. We are a team of project management professionals.

Do you want to become a **Translation Project Manager**? Axiom Translate wants to hear from you! We use our dynamic multitasking skills and creative thinking to complete translation projects in a variety of industries, delivered with a concierge-level customer service experience. Located remotely or in our office you will love being a part of our eclectic, fast-paced, and passionate team!

What is this position about?

Our **Translation Project Manager** is the lynchpin between our clients and our organization.

What's in it for you?

We offer competitive salaries and provide performance-based bonuses. We are growing at a rapid pace and advancement opportunities are available for those who perform well. In addition to professional growth and advancement, we offer our employees great perks such as company-sponsored health and dental insurance, fun employee events, and more.

Project Manager Responsibilities

We are passionate about going above and beyond for our clients' expectations! As **Translation Project Manager**, you will lead a cross-functional team through all phases of completing concurrent translation projects. These are just some of the exciting responsibilities you will have:

- Ensure projects are accomplished efficiently and effectively within timeline and budget, all with the highest quality.
- Assign, monitor, and measure team members' workload.
- Maintain, cultivate, and grow client relationships with the goal of exceeding client satisfaction.
- Resolve issues that may have any production, business, or client impact.
- Maintain, update, and improve processes and standards.
- Identify team training needs and provide coaching.

Project Manager Requirements

- Students or fresh graduates are welcome to apply.
- Interest in CAT software.
- Friendly and approachable personality.
- Willingness to learn.
- Proficiency in English required.
- MS Office Suite skills are required.

- Communication skills with impeccable grammar, including professional email correspondence.
- Adept at providing concierge-level customer service experience and anticipate customer needs.
- Ability to thrive in a team-driven environment.
- Multitasking skills and detail orientation.
- Ability to work independently.
- Project coordination experience is a plus.