

You love multitasking. You love establishing new partnerships and managing existing ones. You like working with people across the globe. You know how to negotiate, and you are detail-oriented person.

Do you want to become a **Resource Coordinator**? 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'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.

## What is this position about?

Our **Resource Coordinator** is the lynchpin between our talent pool and our organization.

## Resource Coordinator Responsibilities:

- Expand our team of professional translators and content writers around the world
- Perform interviews and execute assessment tests.
- Build programs for our freelance workers that will help to increase their engagement and increase quality of their work.
- Track quality metrics and performance.
- Manage our community of freelancers.

## Resource Coordinator Requirements:

- Students and fresh graduates welcome to apply.
- Proficient command of English language.
- Friendly and approachable person.
- Good relationship-building and communication skills.
- Commitment to a high level of professional customer service.
- Interest CAT tools is an advantage.
- Must be able to work independently and as part of a team.