Job posting: Project Coordinator

Start date: as soon as possible

Founded more than 26 years ago, LAT Multilingual is a communication firm specialized in translation and in multicultural marketing. Our goal is to help our clients reach diverse demographics effectively, on their preferred social media, news, and digital platforms.

The person we are looking for will play a key role at LAT. Our coordinator will be handling projects from A to Z, including file preparation, job assignment and management, while focusing on our stringent quality standards. They will also keep an eye on the bottom line for his or her projects and will adopt a proactive approach regarding processes and efficiency.

JOB DESCRIPTION

CUSTOMER REQUESTS:

- Prepare and assign translation work internally and externally while ensuring client requirements are met and instructions are followed.
- Build good relationships with our internal and external resources (translators, revisers, typesetting, etc.).
- Coordinate with different parties during project cycles and perform necessary follow-ups to ensure timely deliveries.

OPERATIONAL EXCELLENCE:

- Support the team with various tasks, such as quality assurance and final formatting, as needed, to ensure that deliverables are client-ready.
- Support the translation team with updates to translation memories and glossaries.
- Optimize their processes to improve project profitability/mark-ups as well as the quality of their deliverables.

KEY SKILLS:

- Bachelor degree in Translation or a related field
- Bilingual (French and English); a 3rd language an asset
- Versatility and organization skills
- Great attention to detail
- Good knowledge of translation tools and industry
- Computer skills
- At least 1 year of experience in project management and coordination
- Ability to multitask and evolve in a context of changing priorities
- Excellent written communication in both languages
- Positive attitude and team player

This position is from your home office, Monday to Friday from 8:30AM to 5PM, ET. Please send your application to hr@latmultilingual.com.