Title: Language Services Coordinator

Job Type: Full-time, Temporary

Duration: The position will initially be offered on a 1-year fixed term basis, which is subject to review and possible further extension.

Job Description:
Working as part of the Language Services team, you will be responsible for issuing private and corporate translation quotations, keeping projects on track and making sure we deliver according to client requirements. Providing annual leave cover for the Assessments Department. Other duties as required.

This is an interesting and fast-paced role where you will find yourself dealing with private individuals and large well-known corporate clients on the same day. We offer professional translation services in over 70 languages.

Key Responsibilities:

Duties and responsibilities will include the following:

- Receiving customer queries by phone and email and responding quickly with quotations.
- Sourcing translators and allocating work according to project requirements.
- Keeping projects on track based on agreed budgets and deadlines.
- Managing large translation projects through the use of CAT tools.
- Approving payments to translators
- Developing and maintaining professional relationships with clients.
- Sales administration
Language Services Coordinator

Key Requirements:

- Minimum Bachelor’s degree or equivalent
- Excellent written and oral communication and interpersonal skills.
- A positive attitude and approach to team-work and collaborative projects.
- Excellent time-management skills with a focus on accuracy and efficiency.
- Ability to work independently and to adapt to meet the needs of clients.
- Be responsible for the entire life-cycle of all projects assigned to the individual
- Juggle multiple projects and priorities simultaneously in a fast-paced environment
- Understand and abide by individual project instructions
- 3 years + customer service and/or project management experience
- Previous experience with a range of CAT tools including Memsource

Desirable:

Fluency in other languages

Application method:

Email a copy of your CV and cover letter to niamh.omahony@dcu.ie

Deadline: 26th February 2021

Salary range: €29,000 - €35,000

www.dculs.dcu.ie

Office location: DCU Campus - Glasnevin