

Project Manager

Location: Cambridge, Cambridgeshire

Salary: £25000, DOE

Contract: Permanent

Hours: 37.5 hours

First Edition Translations is one of the UK's longest-running translation agencies. Based in the heart of Cambridge, a hub for both academia and enterprise, we have been providing a first-class service to high profile clients for almost 40 years. First Edition Translations is part of the Cintra Language Services Group, a leading provider in the UK languages market. We are now looking to appoint a new member to our Commercial Translations Team.

The role

- The role of Project Manager will report to our Senior Commercial Manager and the successful candidate will play a key role in helping the business achieve its goals.
- Ensure accurate records are maintained at each stage of a project, from customer request through to completion and invoicing.
- Prepare quotations. Negotiate and agree on pricing, formats and timescales with the customer. Endeavor to meet all customer specifications and formatting requirements within defined profit margins.
- Allocate assignments to suitable linguists according to company guidelines, bearing in mind budgetary considerations and the linguists' qualifications, skills and specialism.
- Source new linguists when required according to selection, assessment and vetting procedures.

The candidate

- Minimum of 1-year project management experience in the translation industry
- UK based
- SDL Trados Studio experience
- Excellent oral and written communication skills
- Good level of IT skills - including Microsoft Word and Excel
- Degree, preferably in language or translation

The offer

- Office based in Cambridge, working from home initially
- Negotiable salary depending on experience
- 25 days holiday plus bank holidays
- Great working environment
- Free car parking in central Cambridge
- Birthday is not a workday scheme
- Flexible working
- Commission on new clients and business

Note: We offer great flexibility with this role. Successful candidate will only need to attend Cintra's office in Cambridge once per week.

If you have the relevant skills and experience for this role, please **click on APPLY** and forward an **up-to-date CV** along with your cover letter highlighting your suitability for the role.

No Agencies please.