

## Person Specification

### Project Manager

**Key:**

**A = application**

**I = interview**

**R = references**

**T = test**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>How Tested</b>
<b>Education/ Qualifications</b>	Degree Knowledge of a language (in addition to English)	Degree, preferably in language or translation	A
<b>Experience</b>	At least 1 years' project management experience in language industry	Customer service experience	A and I
<b>Skills/Ability</b>	Computer literate: advanced Microsoft Office products, particularly Word, Excel and PowerPoint  Trados (or any other similar CAT tool), Translation editor software  Numerate  Excellent customer service skills  Excellent oral and written communication skills  Excellent organisational skills  Problem solving skills  Able to work independently and as part of a team  Able to take responsibility for own workload, prioritise and work to deadlines    Attention to detail	DTP experience Post-editing experience	A, I, T and R
<b>Knowledge/ Understanding</b>	Translation industry, Project management		I

<b>Other Requirements</b>			
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