

PROJECT MANAGER INTERPRETATION (M/F/D)

We're looking to hire a Project Manager in a full-time position. Our hybrid workspace concept offers you a central workplace in Cologne/Berlin or the option of working fully remotely all over Germany.

What the job involves

- Coordinating project resources, tasks and deliverables as well as monitoring the development of project stages.
- Managing the necessary authorizations and budgeting from clients for each project.
- Team management and collaboration in building the team.
- Administrative management: registration of requests, manage documentation, control of the interpreting hours performed by each supplier, manage claims for incorrect or non-received certificates.
- Acting as a contact person between the client, Interpreters, and the company.
- Identification of supplier or customer-related incidents.
- Identifying potential improvements regarding the QMS.

Minimum requirements

- Minimum 1 year experience in project management or similar positions.
- Experience in Translation and Interpreting companies being highly valuable.
- Bachelor's Degree, ideally with a specialization in Translation/Interpretation.
- Proficient in English and German. Other languages will be highly valued.
- Knowledge of specific translation platforms valuable.
- User level of common office tools (Microsoft Office; Word, Excel, Outlook and PowerPoint; Adobe Acrobat).

What we offer

- Dynamic environment: Join a team that thrives in a dynamic, multicultural environment, fostering growth and innovation.
- Professional development: we are committed to nurturing talent and providing opportunities for professional development and progression.
- Collaborative culture: enjoy a collaborative work culture where teamwork and mutual support are encouraged and valued.
- Global impact: contribute to projects with global impact, helping organizations and individuals communicate effectively across borders.
- Employee well-being: we prioritize the well-being of its employees, offering competitive benefits and a supportive work environment.

What we do

Whether translation solutions, interpretation or voice-overs - our service portfolio covers all services related to language. In close dialogue with our clients, we develop the most suitable workflow covering all process requirements by delivering superior content, services and facilitating communication in the customer's native language.

Contact

Are you interested in joining our international team and taking on the role described above? Then send your application, stating your earliest possible starting date, and the **reference code PMI** via e-mail to **Kateryna Shliakhta**: recruiting@tsd-int.com