



JAC Recruitment

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Vietnam



PR/094724 | Translation Coordinator

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541442

Industry

Other

Job Type

Permanent Full-time

Location

France

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 10:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location

Hanoi

Company and Job Overview

Our client a company in the intellectual property (IP), translation industry is looking for a Translation Coordination.

Job Responsibilities

- Accept and review projects from project managers before assigning them to vendors or internal teams.
- Monitor project progress, ensuring timely delivery and submitting completed work to the File Formatting Team.
- Address linguistic inquiries by consulting project managers or linguistic teams.
- Manage purchase orders efficiently and handle project-related queries in collaboration with other coordinators, escalating issues to project managers when needed.
- Work with multiple teams to maintain a seamless workflow and meet monthly revenue targets.
- Provide feedback for in-house linguists, vendors, and filing agents, as well as resolve vendor-related concerns alongside Vendor Services.
- Discuss contingency plans with project managers in response to changes in project scope, schedule, or resources.

- Ensure final project deliveries are processed accurately and sent to stakeholders, including filing agents and project managers.
- Collaborate across teams to secure sufficient translation resources for ongoing and future projects.
- Manage translation-related evaluations, legal document compilations, and glossary/term base updates.
- Notify project managers of critical issues, offering insights to protect client relationships and expectations.
- Prepare monthly reports to identify error trends and alert management, while providing guidance to junior team members.
- Report system bugs and partner with the development team on fixes or enhancements.
- Undertake additional responsibilities, including special projects, as assigned by leadership.

Job Requirements

- A Bachelor's degree or equivalent professional experience is essential.
- While prior experience in translation or the language industry is preferred, it's not mandatory.
- Familiarity with tools like SAVANTA, Trados, and Microsoft Office is expected; advanced Excel skills (e.g., pivot tables or regression analysis) are a bonus.
- Demonstrated organizational, analytical, verbal, and written communication abilities.
- Flexibility to work non-standard hours and adaptability to high-pressure situations.
- Capability to plan, schedule, and coordinate tasks effectively, balancing multiple priorities with strong time management skills.
- Self-motivated individual with a proactive approach, able to work autonomously while maintaining consistent progress reports.
- Strong interpersonal skills, responsiveness to team and client needs, and a willingness to meet high workloads.
- Proficiency in English is essential, and fluency in a second language or experience in translation/legal sectors is desirable.

Benefits

Competitive salary and benefits package.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

Company Description