



## PR/094724 | Translation Coordinator

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1541442

#### 業種

その他

#### 雇用形態

正社員

#### 勤務地

フランス

#### 給与

経験考慮の上、応相談

#### 更新日

2025年06月03日 10:01

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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

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会社説明