

## Digital Project Manager – Linguistic Project Coordination

### DATAWORDS

#### **Job description:**

- Localization project management
- Multidisciplinary team coordination
- Customer relationship management
- Quality management (quality assurance and control) ISO 9001
- Translation memories management

#### **Requirements:**

- Degree in Translation Studies or similar
- Great adaptability: appreciation for a young and multicultural work environment
- Strong work ethic, team player, dedicated to seeing challenging projects through to completion
- Working languages: high level of French and English
- Excellent knowledge of office tools (Office suite) required, computer savvy
- Experience with SDL Trados

#### **Conditions:**

- Job based in Levallois-Perret
- Full time, 35 h weekly - Monday-Friday, from 9:30am to 12pm and from 2pm to 6:30pm
- Vacancy starting on September 1<sup>st</sup>
- Ticket Restaurant and Ticket Transport (50%)
- 800€/month
- 6-month internship

Apply by sending resume and cover letter (in French or English) to Arturo González ([agonzalez@datawords.com](mailto:agonzalez@datawords.com)).