

# Project

## Definition

Whether in a translation agency or in a company's translation department, the project manager is in charge of handling translation projects from start to finish: including the first contact with the client, and the delivery. They are the intermediary between the client and the many providers they may have, and they make sure that the project is carried as best as possible.

## Missions

- Project analysis (domain, languages, volume, timescales, specificities, feasibility)
- Preparing quotes and purchase orders
- Selecting external and internal contributors (translators, reviewers, model designers, etc.)
- Preparing files for translation
- Scheduling the project and allocating tasks within the team
- Acting as an intermediary between the client and the external/internal contributors
- Delivering and archiving projects
- Customer support
- Billing

## Work environment

- Within a translation agency and working as a team with other company's project managers and internal translators/reviewers
- Within a company's translation or writing department
- As independents at home or at the client's. Thus, part of their work will consist in finding and solicit new clients.

## Strengths and skills

- Organised, versatile, thorough, independent, and stress-resistant
- High level of social skills
- Ability to communicate in various languages
- Ability to lead a team and make right decisions quickly and at the right time
- Comply with deadlines, quality expectations, competitiveness, and so forth
- Negotiation skills
- Good knowledge of the main office tools
- Ability to adapt with different computer-aided translation (CAT) tools and layout tools

## Training

Four to five years of training in project management

## Salary

Starting salary: 2 000€/month

Source: <https://www.prestigenetwork.com/careers/overseas-translation-project-manager/>