



Employer Name: TransPerfect

Position Title: Project Coordinator, Production

Location - City, State: New York City, New York

Industry: Management Consulting

Job Description:

Job title: Project Coordinator
Exempt

FLSA status:

Department: Production
Manager

Reports to: Team Lead or Department

Position Summary:

The position of Project Coordinator is a key player at TransPerfect Translations. Project Coordinators execute all projects from start to finish and serve as a single point of accountability for their successful completion. They are responsible for the entire life cycle of all projects assigned to them and serve as a single point of contact/accountability. Individuals in this role are either more inclined to stick to a Project Management-oriented career path (working to become an Executive or Senior Project Manager, for instance) or a Management-oriented career path (working to become a Team Lead or Department Manager, for instance).

Essential skills and experience required:

- Requires at least a four-year degree
- Excellent communication skills (both written and verbal) in English
- Ability to effectively multitask in order to simultaneously execute multiple projects
- Exceptional problem solving/critical thinking skills
- Ability to maintain professionalism in all situations, especially under tight deadlines
- Ability to maintain professionalism, focus and result-orientation under pressure and tight deadlines
- Satisfactory results on company tests

Valued but not required skills and experience:

- Prior translation industry experience
- Fluency in a foreign language

Duration: Permanent

Job Functions: Product / Project Management

Employer Description: For more than 20 years, TransPerfect has provided comprehensive language and technology solutions to help our clients communicate and conduct business more effectively in a global marketplace. Equipped with a quality management system certified to both the ISO 9001:2015 and ISO 17100:2015 standards, TransPerfect provides a full array of language and business support services, including translation, interpretation, multicultural marketing, website globalization, subtitling, voiceovers, staffing services, e-learning and



training, and legal support services. TransPerfect also offers a suite of next-generation technologies that significantly reduce costs and improve consistency throughout the translation process, making TransPerfect the vendor of choice for the world's leading multinationals. With annual revenues of over \$550 million, TransPerfect is the world's largest privately held provider of language services and technology solutions. From offices in more than 90 cities on six continents, TransPerfect offers a full range of services in 170+ languages to clients worldwide. With an unparalleled commitment to quality and client service, TransPerfect is fully ISO 9001 and ISO 17100 certified. TransPerfect has global headquarters in New York, with regional headquarters in London and Hong Kong.

Employer Locations: New York City, New York

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required