

Translation Project Manager at BayanTech

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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BayanTech is a leading language service provider. Since , we have been offering a vast array of translation and localization services to major global brands, helping our clients to smoothly cross the frontiers of language and culture and expand their markets. We offer our language services to all Middle-Eastern and African languages, as well as the major Asian and European languages. Based on a large in-house production team, our services raise the bar for the entire translation and localization industry. Through our multiple years of experience, we have grown from 1 office to 4 offices in Saudi Arabia, Egypt, South Africa, and the headquarters in the United Arab of Emirates.

Duties and Responsibilities:

Receiving client's projects/jobs/quotations and analyzing the requirements.

Develops project plans and workflows, managing time, budget, resources and quality control

Creates and controls localization project budgets, performs cost tracking analysis, ensures timely issuance of purchase orders and invoices and approves work reports.

Identifies and solves localization issues or disagreements, whether system or product, identifies causes and performs corrective/preventative action.

Presents regular reports to client, corporate office and peers on progress and forecast of

project teams work status, escalating issues and evaluating needed support.

Active member of corporate management meetings, providing data and project information.

Continually expands knowledge and education in localization trends and news, keeping up to date through active participation in training opportunities.

Skills/Qualifications:

Excellent verbal and written English communication skills

Excellent presentation/communication skills, with the ability to clearly present the localization life-cycle to clients

Organizational and leadership skills

Proven abilities in project planning, resource and risk management

Problem-solving capabilities

Quality and detail-oriented

Strong team player in a multi-language/multi-cultural environment

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