

Telelingua was founded in Brussels in 1985, and has 30 years' experience in the multilingual translation and localization industry. Our offices are located in Brussels – New York – London – Paris – Munich – Berlin – Stuttgart – Zurich – Shenzhen, ensuring 24/7 proximity to our customers. Our company has reached a size that enables us to manage large-scale, complex multilingual localization projects, as well as everyday translations that require an immediate response. We combine a personal touch, flexibility, responsiveness, proximity, and friendliness with cutting-edge technology, creativity in our processes and a proven level of professionalism.



For the replacement of a maternity leave, our Headquarters in Brussels is looking for a

## Junior Translation Project Manager NL/FR (Temporary contract: 09/2019- 01/2020)

### Job Description:

- Responsible for coordinating and managing translation projects
- On-going contacts with our clients and translators all around the world (telephone and e-mail)
- To manage the projects from the beginning till the final delivery: request analysis, instructions to translators, coordination of information during the project, coordination with our Quality Control department, conformity check before delivery, planning management, administrative follow-up
- Our clients are companies within all areas of activity (industrial, IT, financial, legal, environment, food, medical, marketing, ...)

### We offer you:

- An open-ended contract
- A first collaboration within a growing international group ([www.acolad.com](http://www.acolad.com)). Frequent career opportunities available.
- The possibility of using your organization and communication skills
- Work in a pleasant environment
- Easy access (tram 92, bus 60 or train line 26 - Uccle-St-Job station)
- Meal vouchers, group insurance

### Your profile:

- Very good command of Dutch and French.
- You should live in Brussels or in the surrounding area
- Master's degree
- 0-2 year(s) experience
- Organization skills, sense of responsibility
- Rigorous and meticulous
- Good communication skills
- Ability to work autonomously while remaining a valuable member of an efficient team

### Interested?

Send your resumé, with a letter of motivation to our Human Resources Department:

[recruitment@telelingua.com](mailto:recruitment@telelingua.com)

Please mention reference nr:  
**PROD-PM CDD2019**

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