



**ORCO S.A., OPERATIONAL RESEARCH CONSULTANTS**

**Translation & Localization Department**

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**ORCO S.A.** is a leading localisation company based in Athens offering a full range of high-level technical translation and localisation services for more than 15 years. We are currently looking for in-house personnel to undertake the following role:

**JOB TITLE**      **Translation & Localisation Project Manager, Full time, In-house Position**

**DESCRIPTION**

The Project Manager works with clients and localisation teams to manage the timely flow of all localisation project actions from initiation to delivery, ensuring that projects meet quality, turn-around time and budget expectations.

**RESPONSIBILITIES**

- Scope and quote projects for identified clients
- Plan and monitor projects to meet deadline, quality and budget requirements
- Serve as a primary day-to-day contact for clients and external translators
- Collaborate with production teams to create, implement and maintain appropriate client- or project-specific procedures, solutions, checklists and instructions
- Monitor and maintain project financials, including revenue recognition, revenue forecasting and billings
- Ensure the accuracy of financial project data, workflows, schedules and processes to maximize efficiency and profitability
- Manage and co-ordinate project teams including both in-house and freelance translators
- Resolve questions and issues in a timely and effective manner for clients and internal teams

**QUALIFICATIONS**

- BA or BS Degree
- Excellent inter-personal and communication skills
- PC literate with good MS Office skills
- Knowledge of at least one CAT tool such as SDL Trados or Idiom WS
- Motivated team-player with a flexible attitude
- Ability to multi-task on several projects simultaneously
- Organised approach to work with keen attention to detail
- Strong customer service, negotiation and problem-solving skills
- Excellent written and oral communication skills in Greek and English
- Ability to work under pressure in a deadline-driven environment
- Project management experience will be a great advantage
- Localisation experience and/or extra language skills a plus

***Applicants should send their detailed resume by e-mail at [lnik@orco.gr](mailto:lnik@orco.gr)  
For further information contact Mrs Liana Nikolaidis at (210) 7236001/2***