



Translation, Localisation  
and Marketing

## **Bilingual Project Manager, London - Job Description**

### **Responsible to:**

General Manager, London

Asian Absolute is a fast-growing translation, localisation and marketing agency serving organisations with interests in East Asia. Our client list includes many of the world's largest companies and brands and we offer a dynamic, friendly working environment. Due to increasing client demand we are further expanding our translation and localisation team in London. We are looking to recruit a Project Manager who will play a key role in our medium to long-term strategy. Our rapid growth is creating new management opportunities in London and it is expected that the successful candidate for this position will be offered further responsibility within 6-12 months. This is an ideal opening for an individual who has an established track record in Asian project management in the localisation industry and is ready to take his or her career to the next level.

### **OVERALL RESPONSIBILITY**

- Manage accounts of new and existing clients
- Assume final responsibility for key project and administrative functions including communications, quoting, budgeting, scheduling and reporting
- Work closely with clients to develop a clear understanding of complex, long-term issues, proposing tailored solutions to meet requirements in a timely, cost-effective manner
- Utilise in-house (London and Beijing) translation, editorial and typesetting teams as well as external resources to complete projects
- Convert enquiries from potential clients to sales
- Provide support to senior account service personnel

### **REQUIREMENTS**

- Project management experience in a print or web production environment, ideally in a client-facing role in the localisation industry
- Solid technical background with print production software, including Quark Xpress and Adobe Creative Suite products and/or
- Solid technical background in web production, including HTML, XML, Flash and database-driven sites
- Understanding of functionality of Trados, its advantages and limitations for East Asian language projects
- Excellent written and spoken communication skills and professional manner
- Translation and editing experience (preferred)



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Please send applications to [recruit\\_pm@asianabsolute.co.uk](mailto:recruit_pm@asianabsolute.co.uk) including CV, covering letter indicating salary expectations, and samples of translation work if appropriate.

Deadline: 14th October 2011.

NB We are unable to consider applications sent by post.