



## Translation Project Manager

Wintranslation is a Canadian translation company providing business to business translation services in more than 100 languages, though best known for its niche Canadian Indigenous Language practice. Our clients are various levels of federal, provincial and municipal governments, not-for-profit organizations and research institutions.

At wintranslation, we value open communication on even difficult conversations; we believe that talent resides in people of all ages, gender and cultural background; we take pleasure in learning new things every day and every new challenge is a new opportunity to test ourselves.

We are currently seeking a project manager to join our team. If you are organized, passionate about languages, compassionate, good communicator and listener – you are clearly the person for us.

### Responsibilities:

- Responsible for all aspects of the projects managed, including project planning, scheduling, resource allocation, margin and quality
- Build trusting, collaborative relationships with customers and translators
- Use a consultative approach to understand clients' needs, provide advice for dialect selection, optimal process, and charge appropriate fees for the efforts required, recognizing up selling opportunities and various pricing levels for urgent, technical projects or those that require significant time investment
- Research and contact new translation resources through different channels
- Maintaining translator supplier database by ensuring all data is entered completely and accurately
- Assisting with government contracting opportunity bid responses by compiling company relevant past experiences, translator resumes and other requirements such as client references
- Open to do some sales such as connecting with dormant clients, contacting potential clients via current business data on ideal client profiles, and asking for referrals and testimonials from existing clients

## Requirements:

- Experience in translation industry as a project manager or translator
- Friendly and positive communicator, a calm and personal phone demeanor
- Emotionally self aware, mindful of one's own strengths and weaknesses, empathetic and curious
- Organized, and resourceful with high research competency
- Able to write clear, precise yet highly personal email project description/instructions to external translators
- Able to negotiate effectively on behalf of the company with external resources
- Knowledge of Canadian Indigenous history and issues highly desirable
- Fluent in both English and French will be an asset

## What We Offer:

- Frequent exposure to a variety of peoples and cultures, from Inuit in the Arctic to Korean translators based in Seoul
- Mentoring and support from existing employees
- Learning opportunities in both technical knowledge and soft skills
- Alignment of work responsibilities to employee unique gifts
- Competitive compensation, benefit package and vacation

To apply, please send your resume to [recruiting@wintranslation.com](mailto:recruiting@wintranslation.com)!