

WE ARE HIRING

TRANSLATION CELL COORDINATOR

English ↔ French ↔ Tamil

CANDIDATE PROFILE:

- Master's degree in French or Level C1/C2 in French
- Excellent skills in French and English language in Business communication.
- Certification in translation and 2 years of prior experience in Translation (English ↔ French).
- Excellent translation skills in French and English.
- Knowledge of office tools (MS/Open Office).
- Good written and verbal interpersonal communication.
- Experience in direct customer service.
- Strong organizational skills and experience in team management.

KEY ROLES AND RESPONSIBILITIES:

- Handle translations.
- Receiving clients & following up with them.
- To co-ordinate work with a team of 10+ translators.
- Proof reading and quality control of all translations processed by cell.
- Manage update of templates and record of translations.
- Relations and report with reception/accounts/courier departments.
- Prospecting for new clients and corporate clients.
- Maintain database and records.
- Invoicing.
- Support French department when required (especially from March – May).

DEADLINE FOR APPLICATION – March 25th, 2023

Send CV & Letter of Motivation to translationcell.afmadras@gmail.com

POST TO BE TAKEN FROM APRIL 10th, 2023.