



Translation Cell Coordinator - Part time

Job description

Alliance Française of Madras is looking for a highly motivated Translation cell Coordinator to work part time.

The responsibilities include:

- Handling translations and managing update of templates and record of translations
- Receiving clients & following up with them
- Coordinating tasks with a team of 15+ translators
- Proof reading and quality control of all translations processed by cell
- Managing relations and report with reception/accounts/courier departments
- Prospecting for new clients and corporate clients
- Invoicing

Qualifications:

- 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 is a plus (English ↔ French)
- Excellent translation skills in French and English
- Knowledge of office tools (MS/Open Office)
- Good written and verbal interpersonal communication
- Experience in teaching
- Availability and adaptability during weekends highly preferred

Preference given to candidates who already have an experience, training, certifications, diplomas or degrees in Translation and/ or the field of teaching French as a foreign language (FLE).

Send your CV and motivation letter, in French, to: coursedirector@af-madras.org