



**Location:** Cambridge, UK

**Contract type:** Permanent

**Salary:** Competitive

### **Main Responsibilities**

- Co-ordinate resources to ensure uninterrupted continuity of service
- Ensure backup resources are in place and trained for times of need
- Ensure correct workflows are being followed
- Identify training requirements
- Collect and participate in analysis of data on team performance
- Report generation
- Communicate frequently with client stakeholders
- Implement and document process and best practices

### **Key Requirements**

- Thorough understanding of localization process and best practices
- Familiarity with localization tools, such as translation management systems, translation memory, content management systems, terminology management, style guides, and project management tools
- Excellent project management and organizational skills
- Ability to work independently and as part of a team
- Excellent communication skills, both verbal and written.
- Experience with localization technology and integrations preferred
- Experience working with multinational organizations
- Positive, professional, and flexible personality
- Creative thinker that has the ability to bring new ideas to the table
- Minimum 2 years of relevant experience, ideally in localization project management

### **About Alpha**

Alpha has been at the forefront of the translation, localization and globalization industries since 1987, and is now a Global Top 10 Localization Provider. We've built an in-house production model for the world's most demanding companies. We are now creating an international team of localization experts within a group serving one of our major clients.

### **How to apply**

Please send your CV and covering letter to [careers@thisisalpha.com](mailto:careers@thisisalpha.com).

#### **Alpha**

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