

Job title: Localisation project manager (with business level of French)

Location: Cambridge, UK

Contract type: Full-time, Permanent

Building the **big picture** out of small details

Do you thrive on the challenge of managing multiple projects and prioritising a busy workload? Would you relish the chance to work with global clients in dynamic industry sectors? Can you guide a team to achieve strategic goals through careful planning and coordination?

If you can answer yes to all of the above, this position as a project manager at a world-leading localisation agency could be the perfect opportunity. It's the chance to develop your project management career in a fast-moving professional environment while working as part of a large international team.

This is a mid-level project management role which would suit someone looking to develop their career with Alpha over the next two to five years. Project management experience within the localisation industry is desirable but not essential for candidates who can demonstrate relevant experience in other fields or roles.

Excellent organisational skills are essential for this position and you'll have a proven ability to conduct business proficiently in written and spoken English. Working with the latest localisation tools and technologies, you'll also need to demonstrate IT competency and a willingness to learn new platforms and processes.

In this role, you'll demonstrate your proficiency in balancing the three fundamentals of project management: people, time and money. You'll require a comprehensive approach to planning but also possess the flexibility to adapt workflows and find solutions when difficulties arise.

As a team player who builds an excellent rapport with colleagues, you'll be able to coordinate joint efforts to achieve outstanding quality standards within demanding timeframes and tight budgets. This is a highly visible client-facing role for someone who enjoys connecting with different cultures. You will be managing some of Alpha's France-based clients, and you must have a business level of French which will allow you to conduct business in French, both spoken and written.

Main responsibilities

- Understand localisation workflow
- Estimate cost and duration of localisation projects
- Execute localisation projects according to workflow plan and deliver on time and within budget
- Create localisation project plans
- Manage external vendors and internal stakeholders to coordinate schedules, deliveries, reviews, staging and publishing
- Lead regular meetings with international stakeholders for project status updates, program progress and budget
- Ensure vendors perform according to agreed service level agreements regarding time, quality, and budget
- Implement and document process and best practices

Key requirements

Essential requirements include:

- Ability to estimate costs and manage to budget
- Excellent project management and organizational skills
- Ability to work independently
- Experience managing multiple projects simultaneously as well as complex and remote projects
- Positive, professional and flexible personality
- Creative thinker who has the ability to bring new ideas to the table
- Excellent communication skills, both verbal and written
- You must have a business level of French which will allow you to conduct business in French, both spoken and written.

Desirable requirements include

- Thorough understanding of localisation process and best practices
- Familiarity with localisation tools, such as translation management systems, translation memory, content management systems, terminology management, style guides and project management tools
- Experience with localisation technology and integrations
- Experience working with multinational organisations
- Experience in localisation project management

About Alpha

Alpha has been at the forefront of the translation, localisation and now globalisation industries since 1987, and is a global top-10 localisation provider. We've built an in-house production model for the world's most demanding companies and work with many of the world's biggest brands.

Alpha is a warm, lively and welcoming firm with over 30 nationalities represented in its 18 offices. Every individual adds their own personality to our culture, and everyone contributes to defining our core brand values, which are: smart, human and global.

In the end, being part of the team is about more than work. We have activities ranging from summer paint-ball to cookery contests; book exchange to film watching, taking place across all our 18 countries. The global client list currently counts more than 1,000 companies and covers a number of sectors including automotive, fashion and luxury brands, games, and IT.

How to apply

Please send your CV and covering letter explaining how you meet the key requirements of the role to careers@thisisalpha.com

You must have the legal right to work in the UK.