

Project Manager

Intro:

We are a small team of people that see work as part of our lives and not as a scope itself. The translation projects are our „rucodelie“. Ytranslations was founded in 2015 and we work for businesses located in Europe, especially Germany, providing translation services for technical and business content. We work with collaborators for these projects and starting this year we want to reach the Romanian market as well.

It is important to find the right person that also treasures family – as a part of life and does not wish a glamorous career but a more steady and stable work.

Position opened	Project Manager	
Working hours	Office Hours: Monday – Thursday 09.00 – 14.00	Home working(remote): *Monday – Thursday: 14.00 – 18.00 (1h lunch break) *Friday – 8 hours (10.00 -18.00)
Location of the office	6 th floor, 3 rooms apt. located in Iași, Romania (near Hotel International, Splai Bahlui)	
Ideal profile of candidate	<ul style="list-style-type: none"> - Has proven work experience in project management (minimum of 1 year) - Advanced level of English (it’s a must) - Has the capacity of working with deadlines - Is experienced with computer programs such as Microsoft Office - Likes to work independently - Is a consistent person. 	
Responsibilities	<ul style="list-style-type: none"> - Interacting online with the our business clients - Negotiating budgets, making cost estimations for each project - Creating the plan of the project (objectives, terminology, translators assigned, industry, design, costs) - Working on the online platforms used by our company - Managing the risks (preventing and finding solutions) - Monitoring the progress of projects and being in charge with respecting the deadlines - Attending international conferences (networking events) 	

Benefits	<ul style="list-style-type: none">- Working hours at the office + remote- On all the red cross holidays – working from home (after the Holy Liturgy)- Competitive salary
Application details	Send your CV in English at rn@ytranslations.com and ask Roxana for more questions. One page letter – writing why you are the right person for this job Deadline of applications: 31st of May 2018
Disclaimer	The minimum required experience could be in any industry. There is no translation industry experience needed, as you will receive training (theoretical and practical) and you will have a mentor for your induction period.

Looking forward to meeting you!

