



Translation Projects Coordinator Key Responsibilities & Requirements

We are currently looking for a responsible Translation Project Coordinator to administer and organize all types of projects within the scope of business industry of TS Cambodia.

Project Coordinator responsibilities include working closely with our Client Relations Manager and our Production Manager to prepare and execute comprehensive action plans including resource persons, timeframes and costing for projects. You will perform various coordinating tasks, like schedule and risk management, along with administrative duties, like maintaining project documentation and handling costing to be settled for freelancers. To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results on deadlines.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

Key Responsibilities:

- Working closely with our Client Services Department and Production Department to ensure that all translation projects are effectively, smoothly and in a timely manner to meet the expected quality standard, requirements and needs;
- Liaison between translator and client to resolve any queries that may arise during translation;
- Providing advice and guidance to translators and production staff;
- Distribution of work to in-house and external translators; and
- Coordinating project management activities, resources, resource persons, tools and information
- Planning and assigning tasks to both internal team and freelancers and providing them with schedule management;
- Maintaining and monitoring project workflow and providing solutions if any issues;
- Ensuring resource persons and tools are always available for projects;
- Analyzing project tasks and liaising with clients to identify and define requirements and expectation of clients on each project;
- Checking and reviewing to ensure standards and requirements are met through conducting quality assurance and quality check;
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project;
- Assess project risks and issues and provide solutions where applicable;

- Ensuring client views are well-managed and our internal team and freelancers are well-aware towards the best solution;
- Developing project strategies;
- Knowledge of industry best practice; and
- Other tasks as required by TS Cambodia.

Key Requirements:

- Hold degree in related field of study (business administration, English, translation);
- Solid organizational skills, including multitasking and time-management;
- Strong client-facing and teamwork skills;
- Familiarity with risk management and quality assurance control;
- Exceptional verbal, written and presentation skills;
- Ability to work effectively both independently and as part of a team;
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Proven work experience as a Project Coordinator or similar role;
- Experience in project management, from conception to delivery; and
- Experience in translation and interpreting is an asset.