Localization Project Manager

The Center for Leadership Studies (CLS) is seeking a highly skilled Translation Project Manager to contribute to the conditions for success for multifaceted projects and diverse client groups on a part-time basis. CLS projects involve many different stakeholders, tasks and subtasks, dependencies and variables. Project management responsibilities include the coordination and completion of translation projects on time and within budget and scope. A Translation Project Manager oversees all aspects of translation projects from creating project plans for the translation project, setting deadlines, assigning responsibilities, monitoring progress, always summarizing the status of project progress and working closely with our translation vendor partner. In addition, a Translation Project Manager is required to provide transparency and reports to upper management regarding the status of all projects.

The Translation Project Manager will report directly to the Senior Project Manager under the supervision of the Vice President of Product Development. Oftentimes, the Senior Project Manager will look to the Translation Project Manager for resourcing input and suggestions for further efficiencies across the Product Development team. A successful candidate in this role will be organized, efficient and a strong communicator.

Key Responsibilities:

Execute translation projects through proper resourcing and adequate project management, including on-time delivery within scope and budget

Manage third-party resources for project completion, ensuring proper resource availability and allocation within project budget

Prepare projects using CAT tools and manage Translation Memories and Termbases

Performance Quality Assurance in CAT-Tool

Assist in quote creation of translation projects based on the project scope and objectives as well as connect with all relevant stakeholders to ensure feasibility of project

Manage day-to-day operational aspects of all assigned projects, including balancing the Product Development workload with capacity and keeping project team well-informed of project changes and implications of change

- Maintain comprehensive project documentation to track and report team hours and expenses on a regular basis
- Identify, analyze, and mitigate project risks, sharing lessons learned regularly. This includes partnering with team members and clients when projects increase in scope and require pricing adjustments

Oversee quality assurance procedures and assist with executing quality assurance procedures

Ensure appropriate completion of tasks associated with fulfillment and shipment to clients, including version control and maintenance of translated files

Ensure project documents are complete, current and stored appropriately

Review final deliverables as a final quality check

Review profitability on projects with the Senior Project Manager and the Vice President of Product Development

Assist with organization-wide project management tasks or projects, as needed

Requirements:

- Full-time role
- Experience using CAT-Tools, preferably Trados Studio
- One to three years of minimum experience in project management or relevant combination with translation work
- Project management software experience
- General understanding of learning materials, instructional design, e-learning, mobile learning, media production, learning management systems and internet portals in order to scope projects and understand project management needs for related projects
- Proficient with MS Office Suite
- Good prioritization skills with a sense of urgency to accomplish tasks and projects

Preferred Requirements:

- Experience with implementing multimedia translations
- Prior leadership or training industry experience
- Experience working with German, Simplified Chinese, Latin-American Spanish, European French, French-Canadian and Portuguese Brazil translations. Refer to CLS Translated Offerings for additional details
- Native or near-native fluency in one of the core languages

Company Culture and Benefits:

The Center for Leadership Studies (CLS) is a performance-based culture built on trust and respect. We offer a competitive and attractive compensation package, including:

Comprehensive medical benefits/coverage
Flexible time off
Flex time and flexible workplace options
Paid maternity and paternity leave
Generous annual holiday calendar
Educational assistance
Highly collaborative and positive workplace
A company focus on culture

Company Overview:

For more than 50 years, The Center for Leadership Studies (CLS), founded by Dr. Paul Hersey, has been the global home of the original Situational Leadership® Model. With over 15 million leaders trained, Situational Leadership® is the most successful and widely adopted leadership model available. Deployed in more than 70% of Fortune 500 companies, Situational Leadership® transcends cultural and generational differences and equips leaders around the globe with the skills necessary to address a specific challenge, drive behavior change and increase productivity. CLS' diverse product portfolio includes a comprehensive

off-the-shelf leadership curriculum founded on our proven, research-based competency model. In addition, CLS has more than 25 years of experience designing and developing award-winning custom training solutions.

CLS services customers both domestically and internationally through an extensive network comprised of over 200 learning professionals in more than 35 countries. Our global affiliates and facilitators understand the nuances present in each culture, allowing for the delivery of innovative, high-quality training programs in localized languages.

Our Values:

At The Center for Leadership Studies we view each customer opportunity as a long-term partnership. In such relationships, we believe that the values of the people that you choose to do business with can have an equal impact on the success of your learning endeavors as can the technical skill sets. Put a different way, we feel it's important for you to know who we are and what we stand for. Below are the values we strive to live by each day. They represent the expectations that we have for each and every CLS team member:

Be Responsive: Service is Inside and Out

Do what you say you are going to do when you say you are going to do it. Don't over promise and never under deliver.

Embrace Teamwork: Invest in Others

Strive to continually develop and nurture your base of personal power.

Own Your Actions: Take Personal Responsibility

Follow through on your commitments with relentless attention to detail, completion and results.

Maintain Your Integrity: Do the Right Thing

Communicate openly and honestly: Develop a reputation grounded in personal and professional credibility.

Have Fun: Take a Minute to Smile

Enjoy the journey (celebrate victories; keep setbacks in their proper perspective). Embrace the fact that work and fun are NOT mutually exclusive terms.

For additional information, please direct inquiries to jobs@situational.com.