



SMART | HUMAN | GLOBAL

Working with Alpha CRC:

Where language matters

Job title: Localization Project Manager

Location: Berlin, Germany

Contract type: Permanent, full-time, in-house

- ✓ **Do you thrive on the challenge of managing multiple projects and prioritizing a busy workload?**
- ✓ **Would you relish the chance to work with global clients in dynamic industry sectors across international markets?**
- ✓ **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 localization agency working in our Berlin office could be the perfect opportunity

— The opportunity

This is a perfect 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.

— What's involved in localization project management?

This is a role for someone who thrives on the challenge of maintaining a close eye on all the small details to make sure the bigger picture always falls into place.

Excellent organizational 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 localization tools and technologies, you'll also need to demonstrate IT competency and a willingness to learn new platforms and processes.

— What's involved in localization project management?

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.

— **Main responsibilities**

- Planning localization workflow
- Estimate cost and duration of localization projects
- Execute localization projects according to workflow plan and deliver on time and within budget
- Create localization project plans
- Manage external vendors and internal stakeholders to coordinate schedules, deliveries, reviews, staging and publishing
- Participate in 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:

- Minimum of 2 years' localization project management experience
- 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

Desirable requirements include:

- 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
- Experience with localization technology and integrations
- Experience working with multinational organizations

— About Alpha CRC

Alpha has been at the forefront of the translation, localization and now globalization industries since 1987, and is now a global top-ten localization provider. We've built an in-house production model for the world's most demanding companies.

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 allows us to paint a bright, vivid and multi-faceted picture of the world, in micro, in each place. In the end, being part of the team is about more than work. We have activities ranging from paintball to cookery contests, or book exchanges to film watching, which take place across all our 15 countries.

We service an impressive range of internationally known clients in various sectors.

— Working in Berlin

In one of the world's most famous capitals, working in our Berlin office is a fantastic opportunity to enjoy everything this historic yet youthful city has to offer. With its vibrant arts scene, buzzing nightlife and diverse food culture, there is something for everyone to enjoy in Berlin. Bike friendly and more affordable than many European capitals, our Berlin team will help you make the most out of your time in this cultural capital.

— How to apply

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

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