



Manpower is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.

On behalf of our client, reputable translation company, Manpower Serbia is searching for a candidate motivated to take the challenge and to successfully fulfill the position of:

PROJECT MANAGER

Job Description:

- Everyday communication and coordination with translators, editors and interpreters regarding active translation projects
- Communication with clients
- Detailed check of completed translations
- Takes care of excellent organization and coordination of projects
- Prepares offers for clients and deals with invoices
- Protects sensitive and confidential information received and generated
- In addition to above mentioned tasks, reports to company management on regular basis

Candidate Profile:

- University or College degree
- Previous experience on the same or similar position preferable
- PC literacy together with knowledge of translation software (Trados, MemoQ, etc)
- Fluency in English
- Excellent knowledge of Serbian spelling and grammar
- Proven organizational skills and ability to accept high performance demands
- Kind and polite person with strong communication skills

The selection process is taking place NOW!

If you consider yourself appropriate for this position, we invite you to apply for the position through our website

www.manpower.rs, advert ID 1380

Deadline for applications:
24.3.2016.

Manpower is an Equal Opportunity Employer and considers applicants for all positions without regard to gender, marital status, national origin, age, creed, religion, race, color, ancestry, sexual orientation, physical or mental disability.

All applicants will be informed and shortlisted candidates will be invited for an interview.