



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, international production company, Manpower Serbia is searching for a motivated candidate to take the challenge and to successfully fulfill the position of:

TRANSLATOR FOR ITALIAN LANGUAGE

(Location: Sremska Mitrovica)

Job Description:

- Translate and interpret documents reports, correspondences and communications on various projects, whether verbally or in writing into Italian
- Prepare correspondence
- Prepare drafts translation from English/Serbian into Italian and vice versa for internal use
- Arrange client meeting and manage executives calendars
- Maintain relations with clients and internal departments
- Provide day-day office management support
- Order and manage office supplies
- Responsible for assisting the management team with programs, projects, and processes
- Handle incoming calls
- Organize and follow diverse activities in order to support the internal organization

Candidate Profile:

- Bachelor degree
- Minimum 2 years of experience in a similar position
- Written and verbal fluency in Italian language is mandatory
- Written and verbal fluency in English language

- Excellent knowledge of MS-Office
- Open-minded, good interpersonal skills and organizational agility
- Proactive and fast learner

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: #1592

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.

Late applications will not be taken into consideration