

## INTERNS PROGRAM

### Junior Project Manager for 3 months

This is an excellent opportunity to work in an award winning translations company in Melbourne, Australia.

The successful candidate will be a confident English speaker, with a professional attitude to service, and an entrepreneurial spirit. Excellent communication skills are necessary along with an eye for detail, and a high level of linguistic skill.

The role will involve taking responsibility for:

- Client account setup and tailoring of translation teams specific to each account.
- Monitoring all jobs to ensure timely allocation of translators and proofreaders, using proprietary workflow and project management tools.
- Checking and editing translations, and managing and monitoring quality control processes.
- Ensuring that client requirements are met professionally at all times.
- Maintaining exceptional relationships with both clients and translators.
- Liaising with project management teams to offer clients a seamless service.

To apply for this position, please provide a cover letter and resume addressed to Human Resource department and submit via email to: [hr@beyondtranslation.com.au](mailto:hr@beyondtranslation.com.au)