

Job Description

Job Title: Office Administrator

Reporting to: Customer Success Manager

Department: Translation and Interpreting, Marketing.

Overall Purpose: You will provide office administration, marketing and project management support and assistance to your manager in the delivery of localisation projects, translation and interpreting services to TRANSLIT clients in line with Company operating standards, procedures and guidelines .

Key Responsibilities

- General office administration support to include letters, emails, presentations, reports and any written correspondence, as needed.
- Effective and efficient handling of customers queries and phone calls to drive and increase sales.
- Priority handling and completion of urgent tasks, as needed to meet client deliverables in a timely and effective manner.
- Assist with managing orders to meet the needs and demands of the business
- Support your manager with the effective coordination of a team of translators and interpreters to deliver a wide portfolio of client requirements.
- Assist with project management, scheduling and reporting and any other duties assigned to you by your manager to successfully deliver projects in scope, on time and on budget
- Support with translating and proofreading texts, interpreting, as needed
- Perform basic bookkeeping, record keeping to support your manager and the department in the effective billing of clients.
- Daily and weekly reporting to your Manager on work performed.
- Assist with any marketing and other Internet related tasks to drive efficiency and flow of information, includes working with language memory systems, localising websites, posting articles, renewing links, updating content online, ad publishing etc.

Requirements

- Previous work experience (preferably in Customer Service, Office Administration etc., i.e. summer work)
- Fluent in written and verbal English (C1 level)
- Self organization skills with ability to prioritise a heavy workload and self disciplined with ability to deliver results on time every time
- Exceptional communication and listening skills with ability to navigate and overcome language barriers
- Good working knowledge of Microsoft Office suite with average typing speed
- You are a good team player, quality focused, eager to learn, self-develop and take accountability for his/her own actions

Payment

This is an unpaid internship. The payment is assumed by educational institution, scholarship fund or an Intern themselves.

Contract Type**Duration:** 5+ months**Type:** Full Time (40 hours per week)**Office working hours:** 09:00 - 18:00**Possible Locations**

Cork office: 7 South Mall, Cork, Ireland

Limerick office: 18 Mallow Street Upper, Limerick, Ireland

Application Process

Please note that only the applicants who meet all the criteria will be invited for the first-stage interview.

In order to apply, please send your CV and Cover letter to **hr@translit.ie**