

# Job description



Translation About the Role As an Operations Administrator you will be actively and extensively involved in assisting the Operations team with supplier sourcing and communication. Your role will involve liaison with suppliers and also managing, meeting and exceeding expectations.

Responsibilities Assisting the Operations team by sourcing new suppliers and liaising with existing suppliers supported and guided by the Translation Team Leader and Global Operations Director, including; Ensuring that projects are executed using the correct methodology and resources in order to provide the customer with the best solution to their needs. Understanding the company's processes and procedures, adhering to them and seeking improvements.

Ensuring that the quality of deliverables is in line with or above the clients' expectations by sourcing linguists and negotiate rates in line with project budgets Establishing direct links with suppliers to ensure good communication on project matters. Using the company's project management and linguist recruitment system for effective organization and cost inputting in order to enhance productivity. Actively contributing to improvement of systems, procedures and the linguist database. Identifying issues and proposing solutions.

Ensuring that supplier data and workflow information is kept up-to-date and stored in the correct place for ease of use and future retrieval. Taking part in vendor management across services. Ad hoc SQ duties if required.

Involvement in the marketing and selling processes of the company; providing copy for marketing purposes, newsletters, client-facing

documentation and website material. Any other duties commensurate with the level of role to ensure the smooth operation of Global Lingo's business.

What you'll need

- 0 A degree in Languages, ideally Translation
- 0 Experience operating (or willingness to learn how to use) project management systems
- 0 Superior timekeeping, attention to detail and organizational abilities
- 0 Experience/ interest in negotiation and resource management
- 0 Excellent communication skills, both written and verbal
- 0 Proactive approach to problem-solving
- 0 Ability to multi-task
- 0 Experience working in a high-pressure environment

What we offer

- Competitive salary based on experience
- A dynamic working environment
- A variety of translation projects to work on
- A fantastic client base
- On the Job training
- Support from an experienced and friendly team

About Global Lingo

Global Lingo provides professional translation, interpreting, transcription and minute-taking services. We're one of the fastest growing language agencies in the I-J, and one of the only agencies to specialist in minute taking and transcription, as well as translation and interpreting services of the highest quality.

With offices in London, Leeds, Singapore and Cluj-Anaphora, Romania, we are growing really quickly, helping to ensure that we are always flexible enough to accommodate our clients' requirements. We focus on providing our clients with accurate language services, which deliver value-for-money to their organizations.