

# LEXCODE

<https://lexcode.com.ph/job/translation-project-coordinator-kr/>

## Translation Project Coordinator (KR)

### Education

- At least an associate degree or certifications or training in project management, or any relevant work experience.

### Responsibilities

- Oversee translation projects from South Korea
- Communicate with clients to identify and define project requirements and scope
- Serve as the point of contact for all project participants and communicate project status
- Assign tasks to internal teams and external vendors and assist with schedule management
- Monitor project progress and handle any issues that arise
- Ensure that clients' needs are met as the project progresses
- Conduct quality assurance tests to ensure that standards and requirements are met prior to submission.
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Make and keep detailed project documentation and reports

### Qualifications

- Exceptional verbal and written English skills (can speak and write Korean will be an asset)
- Strong organizational skills, including multitasking and time-management
- Familiarity with risk and crisis management and quality assurance control is an advantage
- Advanced typesetting skills on Microsoft Office products, such as Microsoft Word, PowerPoint, and Excel
- Ability to work under minimum supervision and undergo rigorous training
- Willing to work beyond office hours and on weekends when necessary
- Knowledge of Hancom Office and CAT tools is an advantage
- Should be able to work following Korea's schedule

### Skills

- Business Correspondence
- Project Management
- Customer Service
- Office 365

### Minimum System Requirements:

- Any laptop or desktop that is not more than 5 years old.  
*Can smoothly run work apps such as MS Office and Google Chrome.*
- Operating System: Windows 10

### Date posted

November 3, 2021

### Employment Type

Full-time

### Job Location

Remote work from: Home

### Working Hours

8 AM – 5 PM

- RAM: 8 GB
- Storage: 512 GB (SSD)
- Network: 10 Mbps (Upload and Download)
- Accessories: Webcam and headset with microphone

**How to apply:**

- Please fill out the [application form](#).