

# LEXCODE

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## Interpretation Project Coordinator

### Education

- At least a bachelor's degree in Advertising, Business, Communication, Foreign Language, International Relations, Marketing, or related fields

### Responsibilities

- Handles online projects and events
- Conduct client calls and contact interpreters
- Coordinate and execute interpretation projects
- Handle some of Lexcode's marketing campaigns
- Coordinate with Lexcode's local and foreign clients
- Respond to clients' inquiries and concerns about projects
- Screen and evaluate interpreters

### Qualifications

- Exceptional verbal and written English skills
- Above-average marketing, writing, and problem-solving skills
- Ability to work under minimum supervision and undergo rigorous training
- Willingness to work beyond office hours and on weekends when necessary
- High focus to ensure quality delivery of multiple projects under tight deadlines
- Readiness to travel periodically in Lexcode's overseas offices, especially in Seoul, Korea
- Fluency in a Philippine language other than Filipino (Tagalog) and/or a foreign language other than English (optional)

### Skills

- Business Correspondence
- Content Writing
- Project Management
- Customer Service
- Events Management
- 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
- RAM: 8 GB
- Storage: 512 GB (SSD)
- Network: 10 Mbps (Upload and Download)
- Accessories: Webcam and headset with microphone

### Date posted

October 1, 2021

### Base Salary

PHP 18,000

### Employment Type

Full-time

### Job Location

Remote work from: Home

### Working Hours

8 AM – 5 PM