

6 Month Localisation Project Coordinator

ALFIL1905



PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide students with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

This company provides modern software built on open-standards that unlocks the power of business-critical content and they are preparing for accelerated growth worldwide. As a truly global company (nearly 400 employees and offices in the UK, US, and Australia), they handle over seven billion pieces of content for 11 million users in more than 212 countries. Since 2005, this company has championed and delivered flexible solutions that help organizations like Cisco, Saks 5th Avenue, Fox, NASA, Stanford University, and both US & EU Governments collaborate around and share their business content inside and out of the organization, growing a ~25% year over year on average since 2010.

Today, through our open-source Enterprise Content Management (ECM) and Business Process Management (BPM) solutions, they are pioneering better ways to help their customers design and create automated processes around the business content they interact with every day. Tomorrow, their customers will be able to enjoy everything they love about this company through the lens of design-led applications that solve for specific vertical/industry problems, making it simple and intuitive to do your work.

Role

The company is fully aware of the importance of globalization processes to expand its international presence. They are very well positioned in the ECM and BPM world industries and their aim is to maintain the best experience of using their localised products into new markets. In collaboration with the Engineering, User Assistance, Marketing, Digital Content and QA teams as well as feedback provided from their community members, they have developed a robust localisation strategy that allows the company to better serve its customers and partners around the world.

This position requires a huge deal of enthusiasm, energy and versatility to proactively support the localisation processes required within the company, for software, marketing, website, legal, and documentation content.

Duration

6 months

Location

Maidenhead is a large affluent town and stunning area in the Royal Borough of Windsor and Maidenhead, in Berkshire, England. It lies south of the River Thames (although at Maidenhead the river runs north-south so the town is in fact on its west bank). Maidenhead is 25.7 miles (41.4 km) west of Charing Cross in London (40 min by train to central London).

Languages

Fluent in written and spoken English. Native/fluent in one other language (French, German, Japanese, Italian or Dutch preferable).

Start date

July/August.

Tasks

- Full support to Globalisation Manager.
- Management of general communication between internal and external teams (e.g. engineers and freelancers/vendors).
- Monitoring and tracking of project status, deliveries, invoicing, JIRA tickets, etc.
- Analysis of content provided for translation, logs verification, deadline checks, etc.
- Outsourcing content for translation and preparing relevant instructions based on best practice and internal processes.
- QA of localised assets upon receipt from freelancers/vendors prior to integration in build environment.
- Support and sanity checking terminology and translation memories.

Personal Skills

- BA in Linguistics/Translation, Language Studies, Business Administration or Management.
- Good and sound initiative with a strong ability to follow instructions and implement direction.
- Excellent attention to detail and identification of problems and potential relating issues.
- A proactive and problem solving attitude.
- Excellent verbal and written communication skills.
- Someone familiar with software development, software tools. Some IT practical experience would be helpful.
- Honesty, genuine enthusiasm confidence and a sense of humour would be ideal.
- The position would suit someone wanting to develop further in the globalisation career path.
- Should be versed in use of the full Microsoft Office suite.
- An interest in trying new apps would be useful.
- Experience in using translation/localisation tools is desirable but not required for this position.

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to apply@espauk.com with the reference code **ALFIL1905** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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