



# Example of Localization Project Manager Job Description

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Our innovative and growing company is looking to fill the role of localization project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for localization project manager

- Accountable for managing project scope, schedule, quality, and budget to meet objectives and deliverables for your assigned content areas
- Partner with the machine translation/web platform team to drive requirements for building, testing and delivering multiple translation engines, reporting their productivity, taking corrective actions, and continuous improvement
- Troubleshoot translation projects and provide technical support to a worldwide team of content and project managers
- Collect, analyze and present localization data
- Drive fixes for bugs and invent smart workarounds
- Inspect files of translated content for correct placement, format, language any ensure overall the best possible results for customers in terms of delivery
- Collaborate with production teams to create, implement and maintain appropriate client- or project-specific procedures, solutions, checklists and instructions
- Monitor and maintain project financials, including revenue recognition, revenue forecasting and billings
- Collaborate with internal teams to initiate and implement procedural changes and customized workflows
- Organize and participate in client meetings (Quarterly Business Review Meetings)

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- Knowledge of functional and technical aspects of Win and Mac based platforms
  - Ability to assimilate, hold and interpret a wide variety of information
  - Excellent verbal, written communication skills essential as English may not be first language
  - Of target groups
  - Ability to promptly troubleshoot problems and deliver solutions
  - In-Design, FileMaker, BBEdit, html, Excel, Word a requirement