

## Job Description

Are you sick of doing backstage, repetitive task work in an assembly line translation process? Do you long to gain a greater sense of the Big Picture in today's translation industry? Are you both a Control Freak with your projects and a Shining Star with your clients, preferring to exercise full command from pre-launch to post-mortem, all with a calm voice and a smile on your face? If so, we have the job for you!

Idem Translations is a full-service translation company with 30 years of industry experience and an exceptional reputation for quality and customer care. Our compact size and lean management philosophy eliminate unnecessary bureaucracy, allowing us the agility and flexibility of a start-up and providing each of our employees with a hands-on role in contributing to our ongoing success.

We seek an enthusiastic Project Manager to join our in-house team in Palo Alto. The ideal candidate will possess both an unhealthy passion for orderly documentation and a remarkably outgoing, people-pleasing personality. Exceptional attention to detail is a must, along with first-class communication skills for interfacing with freelance linguists, clients and the Idem team. This position will be based in our Palo Alto office.

Each of our PMs is well-versed in the entire translation process and must act as a hands-on decision maker in all phases of a project, from pre-sales analysis through delivery. If you are a self-starting stickler for detail with superb customer service skills and a solutions-oriented, can-do attitude, Idem is a place for you to grow and shine.

## Idem Experience

As a Project Manager with Idem, you will have the opportunity to:

- Manage projects from start to finish, including project planning, execution, tracking, delivery and closure
- Be hands-on at each phase of translation production
- Provide input for pre-sales planning/resourcing and estimating of projects
- Manage quality, costs and schedules for your projects
- Innovate and contribute to process improvements
- Own relationships with your clients at the project level and work closely with the account team to optimize delivery, client satisfaction, quality and profitability
- Be a part of a team that truly focuses on continual improvement and quality in an open, upbeat atmosphere

## What Idem Offers

In order to recruit and retain the industry's best and brightest, Idem offers a competitive salary, excellent working environment, a convenient location (five minute walk to Stanford University and Caltrain), and first-rate benefits (health insurance, paid time off, 401(k), local gym access, and continuing education support).

## About Idem

Founded in 1983, Idem Translations, Inc. is a full-service provider of translation and localization services. Idem specializes in certified translations for medical device, biomedical and pharmaceutical companies, as well as other organizations and entities working in the life sciences sector, such as contract research organizations, healthcare research centers and institutional review boards. The company is a WBENC-certified woman-owned business and holds certifications to ISO 9001:2008, ISO 13485:2003, and EN 15038:2006.

## To Apply

Please send your CV to [resumes@idemtranslations.com](mailto:resumes@idemtranslations.com) with "Project Manager - [Your Name]" in the subject line.

### Requirements

Minimum of a Bachelor's degree

Attention to detail and strong aptitude for quality control

Native-level fluency in English, including impeccable written and verbal communication

PC literacy, including advanced Microsoft Office skills

Strong aptitude for multi-tasking and prioritization

Proven ability to meet deadlines and work under pressure

Team-oriented attitude

Ability to work at our Palo Alto headquarters

### Desired Skills/Experience

Familiarity with SDL Trados and other standard localization tools

Competence in at least one foreign language

Previous experience in localization or the life sciences industry

Competence in desktop publishing, web applications, and/or standard programming

