



About

Ultimate Languages takes pride in delivering high-quality digital and localisation services, complemented by exceptional customer care. We work as an extension of our clients' teams, fostering close collaboration and shared success. Our mission is to help global businesses connect with their customers in their native language by simplifying complex digital and localisation solutions. We specialise in the B2B sector across a variety of industries, including travel, hospitality, and chemical engineering, and as we continue to grow rapidly, we offer strong performers the opportunity to develop and progress with us.

JOB DESCRIPTION

Title: Freelance Digital Project Coordinator

- The Digital Project Coordinator will support Project Managers in ensuring the successful and timely delivery of both short- and long-term projects.
- Ideal candidates should be skilled in managing multiple projects simultaneously and meeting tight deadlines. While not required, experience with SEO and digital marketing, particularly keyword research and on-page SEO, is a plus.
- Strong communication skills are crucial for fostering positive relationships with both internal and external stakeholders.

RESPONSIBILITIES

- Work closely with Project Managers to better understand client needs, customer journeys, market segments, competitors, business trends, and opportunities.
- Represent the brand by clearly communicating our message, tone, and values across all marketing activities.
- Organise your own workload to meet both client expectations and company standards. Keep records up to date and follow internal processes carefully.
- Handle a variety of issues with timely and effective problem-solving. This includes supporting freelance project coordination tasks when needed.
- Communicate with vendors about project details as required.
- Choose the most suitable vendor for each task or project.
- Build and maintain strong relationships with vendors by communicating regularly, understanding their strengths, and giving feedback after project completion.
- Provide clear written instructions to vendors once they accept a job.
- Confirm rates with vendors before work begins. Enter new jobs into the system and share job details with the vendors.
- Ensure all freelancer purchase orders are completed accurately with correct costs.
- Check in with the Project Manager if translators have questions during a project.
- Make sure all projects meet high standards for quality, timing, and professionalism.
- Review all documents before sending them to clients to ensure they meet company quality guidelines.
- Monitor deadlines and alert the Project Manager early if there are any risks of delay.

- Stay in touch with team members throughout the day to share updates and ensure smooth teamwork.
- Work with Project Managers to create presentations and support both internal and external training sessions.
- Keep the in-house digital tracker updated.
- Check Salesforce and Workfront daily for new client requests and updates.

SKILLS & KNOWLEDGE

- 2+ years marketing experience, ideally B2B
- Excellent written English and communication skills
- Knowledge of digital marketing techniques, content curation & distribution
- Eye for detail
- Innovative and motivated
- Uses resources efficiently
- High level of organisation and planning skills
- Has a degree in Marketing, Project Management or related work experience
- Is skilled with Microsoft Office suite, particularly PowerPoint, Word, Outlook, and Excel
- Can plan, manage, and organise their own time and can work effectively in a team
- SEO / Digital Marketing knowledge advantageous

Requirements:

- Fast and reliable internet connection
- Access to a reliable laptop (Windows 10 or above)

Working hours:

Monday – Friday

10am – 6.30pm CET

Salary: € 900 + (depending on experience)

Freelance contract will be provided and agreed upon.

Apply now: sanela.lika@ultimatelanguages.com