



About

Ultimate Languages pride themselves on delivering high-quality digital and localisation services, alongside impeccable customer care. We work with our clients as an extension of their team. Our mission is to bring global businesses closer to their customers, in their native language, by simplifying complex digital and translation solutions. Our project managers all specialise in different areas of digital services and localisation. Our core fields of expertise are: Travel, tourism and hospitality, Mechanical engineering and Manufacturing.

JOB DESCRIPTION

Title: Freelance Digital Project Coordinator

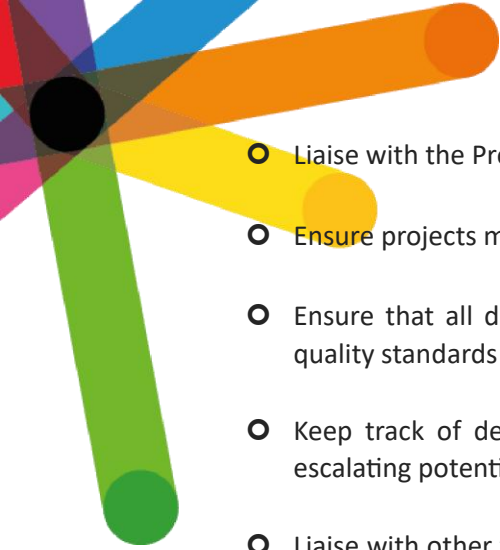
The Digital Project Coordinator will support Project Managers in ensuring the successful and timely delivery of both short- and long-term projects.

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 the Head of Digital/Marketing and Project Managers to deepen understanding of specific client needs, journeys, analyse customer segments, competitors, business trends, and market opportunities.
- Act as a brand ambassador, understanding, upholding, and communicating our message, voice, and values in all aspects of our marketing programmes.
- Prioritise own work as appropriate to meet the customer expectations and the Company's requirements. Manage and maintain records ensuring that processes are followed, and systems are maintained properly
- Deal with a range of issues and handle them with timely, creative, and effective problem resolution, where appropriate Freelance Project Coordination activities and tasks
- Communicating with vendors on all aspects of a project as and when needed
- Select suitable translators for each task or project
- Manage and maintain multiple effective linguist relationships by getting to know the linguists, communicating, and building rapport through to project delivery and providing them with feedback on completed projects
- Provide an accurate brief in writing to the vendors who have accepted the job
- Confirm rates with vendors prior to commencement of the work. Enter new jobs in the system and provide job details to the vendors
- Make sure all Freelancer's Purchase Orders are filled in correctly with their costs

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- Liaise with the Project Manager if the linguists have questions on projects in progress
 - Ensure projects maintain a high level of quality, timekeeping, and professional standards
 - Ensure that all documents are checked prior to delivery to clients and adhere to company quality standards
 - Keep track of deadlines, making sure that client work is running to agreed timelines and escalating potential delays to the Project Manager in a timely fashion
 - Liaise with other team members throughout the day to keep abreast of any client information and updates, to ensure effective collaboration as a team
 - Liaise with the project managers to create presentations when required and work with them to deliver in house and external training
 - Maintain and update the in-house digital tracker
 - Maintain and regularly check Salesforce and Workfront daily for new client requests

SKILLS & KNOWLEDGE

- 2–5-year marketing experience, ideally B2B
- Detailed 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 a related field or is already working in Marketing / Project Management
- Is skilled with Microsoft Office suite, particularly PowerPoint, Word, Outlook, and Excel
- SEO knowledge advantageous
- Excellent written English and communication skills
- Can plan, manage, and organise their own time and can work effectively in a team
- PR experience desirable

Requirements:

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

Working hours:

Monday – Friday

10am – 6.30pm CET

Starting salary: 900 euros

Freelance contract will be provided and agreed upon.

Apply now: sanela.lik@ultimatelanguages.com