



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.

JOB DESCRIPTION

Title: Freelance Digital Project Coordinator

Prime Objectives of the Post:

The Digital Project Coordinator will support the Project Manager in ensuring the successful and timely delivery of both short- and long-term projects. The role sits at the intersection of project coordination and editorial quality, requiring strong organisational skills, native-level English, and proven copywriting and copy-editing experience. The position involves managing multiple projects simultaneously, working to tight deadlines, and collaborating closely with internal teams, vendors, and clients. Experience with SEO and digital marketing, particularly keyword research and on-page SEO, is considered an advantage.

Responsible to: Digital Project Manager

General Notes:

In performing the activities outlined below, the Digital Project Coordinator will:

- 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
- Have a confident knowledge of Microsoft packages and other CAT software used (training will be given), as well as being self-sufficient with good organisational skills in the day-to-day handling of tasks
- Deal with a range of issues and handle them with timely, creative and effective problem resolution, where appropriate

Freelance Digital Project Coordination Activities and Tasks:

- Coordinate and track multiple digital projects from brief to deliver
- Manage timelines, dependencies, and stakeholders to ensure deadlines are met
- Support project managers with planning, file preparation and administrative tasks
- Support the marketing team with ad hoc content creation projects
- Proofread and edit content for grammar, clarity, consistency, and brand alignment
- Perform quality assurance checks before content is published or delivered to clients
- Manage vendors selection, communications and relationships effectively
- Resolve issues as they arise using practical and timely problem-solving
- Occasionally liaise directly with end clients, with Project Manager support
- Collaborate closely with internal teams to ensure smooth day-to-day project execution
- Support the creation of internal and external training initiatives

Knowledge, Skills and Experience

Essential

- Fluent English (written and spoken), with strong copywriting and copy-editing skills
- Strong proofreading with excellent attention to detail
- Experience supporting or coordinating projects in a professional environment
- Strong organisational skills, with a strong sense of ownership and the ability to manage multiple tasks simultaneously
- Ability to work effectively as part of a team, direct and respectful communicator
- Pro-active and comfortable working in a fast-paced environment
- Proficient in Microsoft Office, particularly Word, Excel, PowerPoint, and Outlook

Desirable

- A degree in English Language or a closely related subject
- Knowledge of digital marketing techniques, including content curation and distribution
- SEO / AEO and digital marketing knowledge, particularly keyword research and on page optimisation
- Experience working with distributed or international teams
- Experience within the travel or tourism sector


Requirements:


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

Working hours:


Monday – Friday | 10am – 6.30pm CET | Full Time Position

Holidays:

 During the first year, the freelancer is entitled to 20 Paid holidays. After one year's service this will increase to 21 days paid

 Half a day's extra holiday for Christmas Shopping in January (after 6-month probation)


 New Year's Day allocated holiday for all freelancers

 Sun Hours – between the months of May and September an allocation of five sun hours may be taken an hour at a time to leave work one hour before your normal finishing time (after 6-month probation)


 Birthday Leave – Enjoy a day off to celebrate your birthday


Perks:


 Performance-based bonus scheme available to reward your impact and results


 Flexitime – Opportunity to start or leave work an hour earlier 3 days a week


 100% Remote Work – Work from anywhere in the world

 Continuous Learning Culture – Join an international team that supports your growth and personal development

 Supportive & Friendly Work Environment – Be part of a dynamic, proactive team where your contributions truly matter

 Challenging & Rewarding Role – Take on diverse responsibilities with real opportunities for career growth

 Learning & Development Opportunities – Access a variety of courses and professional training programs

 Engaging Social Events – Build meaningful relationships with colleagues across the organisation

Salary: Gross **€1,000+** (depending on experience)

Freelance contract will be provided and agreed upon.

Apply now: sanela.lika@ultimatelanguages.com