



Tasks Description: Global Sourcing Assistant

Primarily focus on managing in-country linguistic resources around the world, broadening the resource base, satisfying the day-to-day resource needs of the company, while cooperating with others functional departments to complete localization projects and to address company's overall goals.

- Support project teams with quality linguistic resources as needed.
- Ensure outsourcing cost meets budget target.
- Support and work with internal project managing and productions teams to schedule and position resources and plan for future capacity needs.
- Ensure integrity of purchasing process.
- Interface with in-country linguistic resources around the world and be escalation point for problems.
- Produce reports of translation volumes by languages.
- Produce reports of translation services purchased, including Buy-Sell ratios.
- Develop contracts and strategic partnerships with resources, negotiating best possible prices.
- Monitor contracts; ensure volume commitments meet to key or 1st-Tier resources.
- Quarterly reviews with key resource partners.
- Forecast (proactive) to identify demand for specific languages.
- Broaden and grow the resource base for all services (translation, voice-over, technical writing, etc.).
- Serve as escalation point for problems.
- Work to grow resource base.

Requirements:

EDUCATION AND/OR EXPERIENCE:

- Equivalent of Bachelor's degree in language, translation, business administration or other related field.
- Excellent English skills, both oral and written.
- Knowledge or proficiency in other foreign languages is preferred.

TECHNICAL SKILLS:

- Must possess working knowledge of Microsoft Office (Word, Excel, PowerPoint), email and Internet communications.
- Working knowledge of localization cycle and understanding of quality assurance practices, principles and methodologies are required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to write documents/reports in a clear and concise manner.
- Strong communication skills.
- Ability to hold conference calls with translators around the world.
- Ability to negotiate delicate aspects of contract agreement.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to present and communicate with a diverse population.



- Ability to maintain professionalism and confidentiality with proprietary information.

OTHER REQUIREMENTS:

- Must be resourceful, confident, proactive, and take initiative.
- Must possess leadership, time management, and organizational skills.
- Strong attention to detail and the ability to maintain group focus on multiple tasks.
- Should proactively mentor/provide assistance or direction to others.
- Must demonstrate initiative and follow through on issues and on development of team skills and vendor relationships.
- Comfortable working in a high-paced, deadline-driven environment.
- Willingness to deal with challenges.
- Ability to multi-task and handle work-related pressure positively.