

Do you speak Japanese? We have a great job opportunity for you!

WE ARE LOOKING FOR: JAPANESE SPEAKING PROJECT MANAGER

Find more info
about us at
[www.zelenka-
translations.com!](http://www.zelenka-translations.com)



What will you do?

Your primary duties will be to communicate via email and by phone with our Japanese customers.

This position requires a positive personality! Your role as a project manager will include the preparation of price quotations as soon as you receive a translation request from a customer. You will then be responsible for selecting the most suitable resources and manage the timely delivery of the complete translation. You will be the go-to person during the entire process and be required to answer questions from translators and the customers. We are a team-oriented company so you can expect to work closely with our sales department.

We offer full training of our information system and translation software. Don't worry, you will get all the support you need to succeed!

Who are we?

ZELENKA translation agency was established in 1990, and today we partner with some of the world's largest brands (BMW, Lenovo, Unilever and more). We are looking to expand our team to help us further develop. We expect our colleagues to have a responsible approach and give 100% to deliver perfect results. In return, you will be a part of a great team in a strong family company and the exciting opportunity to work in the translation industry.



What qualifications do you need?

- Japanese - advanced level or native, English - communicative
- Good organizational skills and the ability to prioritize
- Desire to work hard with an enthusiastic and positive attitude
- Team spirit
- Positive attitude to gaining new computer skills

What do we offer?

- Offices in the center of Zlin/ Optional part time home-office
- Clear job description
- Quality training
- Young and friendly team
- Commission, meal vouchers, foreign language courses, great team building events
- Start now! Position already available

Are you interested?

Then send your CV with a motivational letter telling us why you are the best candidate to jobs@zelenka.cz.

If you have any further questions, call our HR Manager Jana Pokorna: **773 048 001**.

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