

Job Description

Job title: Assistant Project Manager

Location: Sector 48, Gurgaon

Lingual Consultancy Services Pvt. Ltd. is a privately held, globally connected firm with headquarters in Gurgaon, India and offices in Berlin (Germany), Paris (France) and Boston (USA). We service multiple industry verticals requiring customized solutions in translation, language recruitment, interpretation services, language corporate training and other language related services.

In 2016, the company expanded its range of services by offering Dubbing, Voice-Over, Subtitling and Captioning under the trademark “DUBnSUB” which rapidly became a large part of the business, and now enjoys its own standing in the marketplace. DUBnSUB through its community of more than 10,000 linguists, 2,000 voice-over artists and partner recording studios in 50 countries, offers a complete range of Voiceover and Dubbing services.

Website: www.lingualconsultancy.com

Duties and Responsibilities:

- Would be responsible for the projects related to translation, transcription interpretation, subtitling etc.
- Responsible for Training of Project Leads on processes, projects, initiatives, etc.
- Execution of Projects meeting timeliness and quality standards and at the same time meeting profitability goals
- Closely interacting with the Business Development/Client Servicing team for allowing them to respond to business queries.
- Negotiate and assign projects to the resources and ensure timely deliveries to the clients.
- Carry out all the quality checks to ensure the desired quality standards
- Taking lead of the assigned Project Executives by the Reporting Manager
- Working on new initiatives and process improvement.
- Playing a vital role in Project communication to understand what the customer expectations are and apply them to the projects for ease of project leads

Qualifications : Graduate/Post Graduate

Skills/ Attributes:

- Very good oral, written and interpersonal communication skills.
- Desire to work with new and innovative technology.
- Proficiency in Microsoft Office Suite programs, especially Excel and Word

- Demonstrated ability to work effectively in teams; share responsibility for results, provide and accept feedback.
- Must be a self-starter and thrive on accepting responsibility and challenges

Salary: Negotiable

Experience: 2-5Years

Working Days: 5 days plus alternate Saturdays (work from home)

Interview Process: Written test followed by Interview.