



Company Details Confidential



#JOB-2408424



46 Mount Street Upper, Dublin 2, D02 RX88



No of positions : 1



Paid Position



39 hours per week



Dependent On Experience



21/08/2025



18/09/2025

## How to apply

### Application Method :

Not available



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## Interpretation Project Coordinator

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Translation.ie is the largest provider of Interpretation Services in Ireland. We provide Face2Face, Video and Telephone Interpretation services- so that language issues don't get in the way of understanding important things. The business was founded over 20 years and we have built a strong reputation across the state for delivering quality services. The business has experienced high growth and new team members can look forward to a fast-moving, team-oriented environment with opportunities for learning and development.

**Purpose:** This role involves working across teams on a range of specific projects spanning a variety of operational areas. You will determine project scopes, create work schedules to coordinate associated tasks produce a work plan showing deliverables and any identified resources. You will track project progress to ensure the delivery within expected timelines. It's important that you would like to constantly try new things and improve procedures and practices by staying abreast and ahead of industry trends in the field.

You will ensure smooth deliveries of both internal and external projects by designing feasible and efficient plans. This requires good understanding of resource needs, project scope and requirements, and your desire to integrate all these factors, to lead the implementation proactively and to monitor throughout. You are a good team player, quick learner, meticulous multi-tasker, and a proactive problem solver, who thrives in a fast-paced and multicultural, service-driven environment.

Your responsibilities are:

- You will be working closely with various teams spanning finance, interpreting department, IT and operations for internal projects. You may also work closely and directly with some customers for external projects;
- Gather information, and seek support from Interpreters Managers, work with them closely to identify risks, and review feasibilities;
- Able to monitor the project implementation and change the planning when necessary; communicate and record updated changes with stakeholders;
- Identify, source and communicate with interpreters directly for external projects;
- Assist with document management and project knowledge management;

- Perform any other duties as required.

The ideal candidate will possess:

- Excellent inter-personal and communication skills;
- Excellent organisational skills and attention to detail;
- High levels of IT and telephony skills
- Ability to work in a team and motivate the team;
- Flexibility and an ability to work effectively in a fast paced environment;
- High levels of resilience and ability to work under pressure
- Problem-solving skills
- Relationship management
- Project management or Project qualifications are desirable but not essential

This is full time position, although a certain degree of flexibility of work hours can be considered, depending on the projects and work experience.

- **Sector:** professional, scientific and technical activities

#### **Career Level**

- Entry Level