

Administrator of Japanese documentation projects

CBG Konsult AB is a Swedish company, established 1965, specialised in multilingual document management, which includes activities like project management, technical translation, DTP and software development. Offices in Stockholm, Gothenburg, Brussels, Barcelona, Warsaw, Shanghai and Detroit.

The Team

The Global Production Team specialized in the Asian languages at the Barcelona office deals with cross-border project management, takes an active part in the multilingual content management and takes responsibility at global level for successful deliveries to many of the world's most leading companies.

The Post

As a Project Administrator, you will belong to this team. You will work together with different project teams managing production processes in connection with localization projects, which require both the capacity to follow established guidelines and to solve tasks that require sound judgment and well-developed teamwork skills. The completion of a production process covers the following tasks:

- Receiving customer documentation for analysis of format and content.
- Planning lead times and subsequent monitoring of delivery dates.
- Database management and preparation of translation files.
- Delivery checks and text formatting/layout of translated documents.

The position offers you an excellent opportunity to gain an insight into the global operations of a localization company working with the latest technologies. You will also enjoy a friendly international atmosphere together with talented colleagues who represent different professions e.g. IT, project management, vendor and resource management. Since the company has suppliers, customers and, above all, offices with colleagues in different parts of the world, there will be a lot of opportunities for external contacts.

If you already have a linguistic background combined with technical interest, this position will offer you an excellent opportunity for personal development. You will have the possibility to work with publications in Japanese and to develop your IT skills within the areas of database management and DTP.

Who are you?

We envisage that you have just completed your education and intend to embark upon a professional career. You are an outgoing person with a structured and methodical approach to work, and a very good capacity for logical thinking. In addition, we expect you to:

- Have knowledge of written Japanese equivalent to that of a native speaker, as well as a special interest in the Japanese language itself.
- Communicate effortlessly in English.
- Having an interest in developing your IT skills.
- Feel comfortable in a dynamic work environment.

We offer you

- Introductory training on software and procedures in order to facilitate your integration into the team.
- Stable full time position in an international team.
- Possibility to deepen your knowledge regarding languages and various application software.
- Creative and collaborative workplace with a friendly international atmosphere.

Please initiate the application process by submitting **a recent CV and cover letter in English** directly at our web site at www.cbg.com