



Techworld is the premier language and cultural agency in the Midwest, having been in business for over 33 years. As a growing business, we are investing in sharp new team members to contribute to the success of our company. If you have energy and drive, then our team, training programs, and hands-on experience will enable you to learn valuable technical and business skills. If you have an exceptional eye for details, strong communication skills, can adapt to new situations, and are looking for a chance to showcase your abilities, then this may be your ideal opportunity.

## Project Coordinator

The Project Coordinator works with the Production Team, Project Managers, and Production Manager, as well as all others in the organization. Teamwork is key at Techworld, so the Project Coordinator must be able to work with all members of the team. This is a multifaceted position, requiring the ability to handle multiple tasks and deadlines.

### Duties

- **Proofreading:** Use Style Guides and Checklists to review all documents before delivery. Manage a proofreading team, if necessary.
- **Quality Control:** Assist with spot checking files, both hard copies and electronic, and test usability of various digital products. Maintain high standards of quality in all processes.
- **Organization:** Assist with keeping folders and paperwork organized. Create hard copy and electronic project folders, print and distribute resource paperwork, submit invoices/folders, traffic files and projects.
- **Recruiting:** Assist in recruiting new resources. Conduct phone or live interviews, track potential candidates, review credentials.
- **Project management:** Alongside Project Managers, create new projects, prepare files for translation, communicate with resources and clients, and prepare files for delivery.
- **Problem solving:** Identify, analyze, resolve, and prevent problems as they arise.
- **Other:** Other duties as assigned.

### Qualifications

- Entrepreneurial, self-motivated, professional, a fast learner
- High level of attention to detail
- Excellent English communication skills, both written and verbal
- Organization, prioritization, and multi-tasking skills
- Computer skills: proficient in Microsoft Office, familiarity with Adobe software preferred
- Ability to work in a team environment
- Ability to focus while working on multiple projects at once in a fast-paced environment
- Strong customer service orientation

### Enhancers

- Experience or familiarity with the proofreading process
- Personable, outgoing, open-minded, sense of humor
- Interest and experience in foreign languages and cultures



### What We Offer

- Enthusiastic, highly autonomous and collaborative environment
- Competitive compensation package
- Employer paid premium contribution for health insurance
- Employer matching contribution to IRA
- Paid vacation and holidays
- Enthusiastic, high-energy and cooperative environment
- Opportunities for personal and professional growth
- One-to-one training

For more information, please contact:

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## RIGHT WORKPLACE