ABOUT US
Techworld is the premier language and cultural agency in the Midwest, having been in business for over 35 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 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.

ABOUT YOU
The Techworld Project Coordinator works with the Production Team, Project Managers, and Recruiting Team, 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.

A DAY IN THE LIFE
• **Proofreading**: Use style guides and checklists to review all documents and ensure each project meets the quality requirements before delivery. Verify copy and layouts are correct in terms of typeface, font size, style, spacing and formatting. Correct any mechanical errors.
• **Recruiting**: Recruit new linguists and instructors. Conduct phone or live interviews, track potential candidates, review credentials. Meet requirements on-time and within budget.
• **Organization**: Assist with keeping electronic file structure and paperwork organized. Print and distribute resource paperwork, submit invoices/folders, traffic files and projects.
• **Project Management**: Alongside Project Managers, create new projects, prepare files for translation, communicate with resources and clients, and prepare files for delivery.
• **Communication**: Maintain open, active communication with the Project Management Team.
• **Problem Solving**: Identify, analyze, resolve, and prevent problems as they arise.
• **Other**: Other duties as assigned.

WHAT WE NEED FROM YOU
• Near-native or native English proficiency
• Entrepreneurial, self-motivated, professional, a fast learner
• High level of attention to detail
PROJECT COORDINATOR

- 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

THINGS THAT MAKE YOU STAND APART
- Experience or familiarity with the proofreading process
- Interest and experience in foreign languages and cultures
- Study abroad or experience with international business
- Personable, outgoing, and open-minded
- Entrepreneurial, self-motivated, professional, quick learning
- A darn good sense of humor

WHAT YOU’LL GET FROM US
- Enthusiastic, highly autonomous and collaborative environment
- Competitive compensation package
- Employer matching contribution to IRA
- Employer-paid contribution to student loan debt
- Flextime schedule
- Dog-friendly work environment
- Paid vacation and holidays
- Opportunities for personal and professional growth
- One-to-one paid training

To learn more, contact:

Rebecca Trotter
rebecca@techworldinc.com
+01.248.288.5900 x119

2760 Industrial Row • Troy, MI 48084 • www.techworldinc.com • +01.248.288.5900 • @techworldinc