

Translator and operations administrator (Ref Code: TOA-012020_01)

We have an opening for a mixed role with translation and office operations administration duties. The first part of the role is to translate in Greek, material written in English and to proofread material such as reports, studies, and educational resources, making sure to maintain original meaning, format and tone. The second part of the role is to effectively support office administration functions. To be successful in this role, you should have a keen eye for detail and be able to familiarize with our interdisciplinary outlook and breadth of content, which is produced mainly in the context of EU-funded educational research and territorial cooperation projects.

The ideal candidate should have/be:

- Fluent in English.
- Excellent written communication skills in English and Greek.
- ATEI / University education.
- Experience in translation in various contexts.
- Ability to quickly familiarize to a thematically diverse scientific content.
- Solid MS Office/PC (Word, Excel, PowerPoint) skills.
- Strong sense of organisation, proactiveness and timely response.

The position's main responsibilities include:

- Maintain a translation library to ensure consistency and streamlining of the translation process.
- Liaise with the Research and Analysis department to collect material and input.
- Assess daily workload to ensure timely feedback.
- Review work in queue and prioritize based on release dates as these have been set by the Project Management department.
- Manage office function and administration, liaise with suppliers and authorities and follow-up on loose ends.
- Support colleagues in tasks such as internet-based research, collection of data, identification and bookmarking of relevant info and contacts.

We offer:

- Attractive remuneration package.
- Interaction with international clients and collaborators.
- Excellent small office working environment.
- Career development prospects.

Job type:

Permanent, full time, in the context of a collaborative team.

Location:

Athens Northern suburbs.

Hours of work:

Monday to Friday, 9am - 6pm.

Send your CV to jobs@promea.gr mentioning the reference code (TOA-012020_01)

Few words about us:

PROMEIA was established in 2006 in Athens, Greece, by researchers & scientists sharing a common vision of open content, aiming to promote innovative research & development methodologies and support knowledge capital build-up across Europe. In PROMEIA we value diversity and agile, team-based, human capital. We make the most out of our interdisciplinary outlook, aiming to contribute in addressing societal challenges related to workforce re-training and upskilling, inclusiveness and equal opportunities, quality improvement in education, ICT innovation, resource efficiency and circular economy, and the environment.