

# Translation Manager

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This key role supports the Product Manager for product globalisation in ensuring the translation of our global products is streamlined and strategic. The Translation Manager coordinates the overall operations of the translation process in Alpha by acting as the primary contact for our regional teams, internal language reviewers and outsourced service provider(s). The incumbent receives and processes all translation requests and solves all operational issues in order to ensure good quality products delivered on time. This individual has the responsibility to coordinate the translation budget, including to process invoices, maintain database of translated texts and statistics on volume of transactions. The incumbent ensures the monitoring of translation services including the respect of terms of the contract(s) and is involved in the selection of service providers with the Head of Globalisation. The Translation Manager is additionally responsible for our relationship with our internal language reviewers.

## About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip, and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to [asiapacificcareers@alpha.org](mailto:asiapacificcareers@alpha.org)

Alpha

## Key Responsibilities

Based in Kuala Lumpur, the Translation Manager will have the following responsibilities:

### Coordination of Outsourced Translation Services

- Receive and check all translation requests, verifying urgency, confidentiality, format of documents etc.
- Calculate translation costs and set deadlines based on number of words, length of video etc.
- Assign translation requests to external service provider indicating specifications.
- Follow up on translation requests sent to external provider.
- Develop and maintain Alpha's translation database.
- Provide external suppliers with documentation needed to ensure the uniformity and quality of translations.
- Produce updated terminology files, style guides and glossaries.
- Solve day-to-day operational issues between service provider and internal reviewers.

### Internal Review Process coordination

- Receive translation requests and ensure they are suitable formats for translation.
- Oversees the internal translation review process, ensuring documents for review are received on time and that internal reviewers adhere to agreed timelines.
- Maintain records on translations, quality and rights.
- Ensuring the translation database is kept meticulously up to date, so that it always provides an accurate and current representation of our global products.
- Monitor for articles that might be considered of a delicate nature and consult the line supervisor about the appropriateness of their content, if necessary.

## Qualifications & Essential Skills

- Translation management
- Excellent Excel skills
- Logical approach to problem solving
- Project management experience
- Strong communication skills both written and oral
- Excellent organisational skills
- Flexible and Proactive
- Team player with a positive 'can do' attitude

## Desirable Characteristics

- Experience of working globally
- Knowledge of Alpha
- Speaks more than one language
- Experience in the translation field