Project Coordinator Job Description

Cadence (www.cadencetranslate.com) brings U.N.-style translation to the business world. We're able to stream real-time translation into conference calls and live events. We use a network of the world's best translators together with world-class conference call and streaming technology. Our users are able to experience. We are a venture-backed company whose investors include 500 Startups, the founder of Dianping (大众点评), and several luminaries from the interpretation industry.

We have offices in San Francisco, New York and Beijing. As a member of Cadence's team of Project Coordinators, based in our Beijing office, you help our clients achieve great results through matchmaking and recruiting.

A Project Coordinator's day-to-day responsibilities will include:
- Manage and coordinate the life-cycle of assigned projects.
- Matchmaking from our community of in-house and freelance linguists and summarizing their qualifications for clients. Where such matches don't exist, you will source for new linguists.
- Fielding support requests and either resolving them directly or routing them to the relevant Cadence employee.
- Establish and maintain relationships with our network of over 2000 linguists.

Required:
- **You must have** strong research skills, especially the ability to identify key concepts and companies of a variety of industries with the ability to handle matchmaking in a professional, timely, and scalable way
- **It would be great if you have** a demonstrated history of problem solving and user empathy
- **You must be able to** speak and write fluent English (Mandarin and/or another Language is a plus)
- **We're looking for someone with** interpersonal communication skills, the ability to multi-task and work effectively under pressure and competing priorities
- **You need to have** least 1 year of work experience (internships during college count towards this requirement)

Traits of Ideal Candidate:
- Previous work experience in professional services
- Awareness of differences between translation, transcription and interpretation
- Familiarity with Salesforce (or other major CRMs / Project Management software) a huge plus
- Familiarity with knowledge networks and market research firms a huge plus
- Awareness of major current geopolitical and business events and familiarity of financial concepts such as gross margin is a plus
- Curiosity about APIs

This is a full-time role and will require monitoring of messages during off hours. There is also a requirement to work overnight shifts, which will be discussed at the next stage.

Individuals successful in this role will be considered for promotion to Client Relationship Manager and then Account Manager. Client Relationship Managers and higher are eligible for equity in the company.

To apply, please email allison.murphy@cadencetranslate.com with your CV and LinkedIn profile.