



Oct 2015

## Job description

**Position:** Localization Engineering Team Lead  
**Group:** Localization Engineering Dept.

### Scope of job:

The Localization Engineering Team Lead completes the engineering steps required in a localization project. Project tasks include evaluation, preparation, compilation, resizing, testing, delivery and back up of the project files. Project deliverables range from software to help, docs, websites and others.

In addition, the Localization Engineering Team Lead manages the daily activities of the localization engineering team. As such, he/she is responsible for team member performance, resource planning, task allocation, continuous improvements and adherence to set quality standards.

### Position relationships:

- The Localization Engineering Team Lead is reporting directly to Senior Management.
- Functional liaison with other department Team Leads.

### Position responsibilities:

- Evaluate and prepare project deliverables (software, help, docs, websites and others) for translation following set quality standards. This process typically includes the use of CAT tools as well as writing instructions for translators.
- Resize, format, test, deliver and back up the project deliverables following set quality standards. Testing typically includes filling out a bug report.
- Complete own projects on time and in line with set quality standards.
- Coordinate, support and QA of projects outsourced to external engineering resources.
- Support towards colleagues in other departments or freelance translators on CAT tools.
- Assign daily project tasks to team members.
- Day to day localization engineering team management (team meetings, support, escalation). Coach and train team members.
- Establish, document and enforce processes, checklists and tools to ensure continued high level of production quality within engineering team and of service towards the organization.
- Develop and implement procedures for maximizing productivity through technology solutions
- Work closely with other departments team leads. Represent the engineering team.
- Provide input to Senior Management on team member performance.
- Provide feedback to Senior Management on team related matters (workload, recruitment and training needs, outsourcing requirements).

### Position requirements (to be demonstrated within recent work history):

- Computer experience preferably in the translation/localization industry
- In-depth knowledge of localization engineering processes and tools
- Experience with recent Windows operating systems. Macintosh or Linux operating systems knowledge is a plus
- Interested in developments in localization industry, localization engineering tools and processes
- Scripting experience is a plus
- Superb analytical skills
- Must be flexible with hours to accommodate project deadlines
- Planning and scheduling skills
- Organized, pragmatic, problem solver and attention to detail
- Team builder and motivator
- Self motivated
- Good communication skills
- Fluent in English