

You have good command of English language. You love establishing new partnerships and managing existing ones. You like working with people across the globe. You want to learn how to negotiate, and you are detail-oriented person. You love working hard because you know the work you do is valuable.

You want to become a **Vendor Coordinator**. Axiom Translate wants to hear from you! We use our dynamic multitasking skills and creative thinking to complete translation projects in a variety of industries, delivered with a concierge-level customer service experience. Located remotely or in our office you will love being a part of our eclectic, fast-paced, and passionate team!

What's in it for you?

We offer competitive salaries and provide performance-based bonuses. We are growing at a rapid pace and advancement opportunities are available for those who perform well. In addition to professional growth and advancement, we offer our employees company-sponsored health and dental insurance, fun employee events, and more.

What is this position about?

Our **Vendor Coordinator** is the lynchpin between our numerous partners and our organization.

Vendor Coordinator Responsibilities:

- Active, on-going management of our translator and translation agency database, keeping records up to date.
- Recruitment of new resources in order to create and expand a dedicated resource supply to accommodate clients' needs.
- Monitoring language trends and filling any gaps in resources.
- Using relevant market resources for recruitment.
- Evaluation and tracking of vendor performance in liaison with our review department.
- Relationship management with existing vendors.
- Answering translation agency payment and invoicing queries, in liaison with our accounts department.
- Creating and distributing a monthly report on recruited translators and translation agencies.
- Rate negotiations.
- Vendor Relationship management.
- Helping project managers with specific translator requirements, both on an ad hoc basis and based on ongoing project requirements.

Vendor Manager Requirements:

- Students and fresh graduates are welcome to apply
- Good command of English language.
- Interest CAT tools is an advantage.
- Willingness to learn.
- Commitment to a high level of professional customer service.
- Friendly and credible personality.
- Flexibility and a positive 'can-do' approach.
- Must be able to work independently and as part of a team.