

Stellenangebot vom 11.11.2025

Junior Project Manager Translations

Fachrichtung:	Localization / Translation
Art der Beschäftigung:	Vollzeit
Eintrittsdatum:	ab sofort
PLZ / Ort:	40215 Düsseldorf
Land:	Deutschland

Firmendaten

Firma:	Native Prime SAS
Straße & Hausnummer:	Hildebrandtstraße 3
PLZ / Ort:	40215 Düsseldorf



Ansprechpartner

Name:	Friedrich Klemme
Position:	
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Job-Beschreibung

Native Prime is a game localization company with offices and recording studios in France, Italy, Germany, and Spain.

We are looking for a **Junior German PM** to join our team of project managers. You will work closely with a team of multilingual PM, handling game localization projects for major game developers and publishers.

Main tasks

- **Local Project Management (German teams).**
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Laise with clients and providers.

- Planning: Project analysis, scheduling, team selection according to tasks, budget and availability.
- Cost estimate, budget control.
- Risk analysis.
- File preparation in memoQ: file import, RegEx, filters, analysis, weighted analysis.
- Task progress.
- Query tracking.
- Final QA checks.
- Issuing PO.
- Post-mortem and quality control analysis.
- TB and TM maintenance.

Other tasks ☐

- Multilingual Project Management.
- Support for translation/proofreading tasks into German.

Your skills

- Excellent communication skills in German and English.
- Familiar with MS365 & CAT tools, especially memoQ.
- Organized and efficient.
- Flexible and reactive.
- Problem-solving attitude.
- Open to learn new workflows and capacity to adapt to different projects, requirements, and situations.

Extras

- Previous experience in project management.
- Experience in game localization.

What we offer

- Full-time contract, 35-40 hours/week (to be agreed).
- Flexible schedule.
- Relaxed & inclusive workplace.
- Hybrid (on-site at our Düsseldorf office), possibility to go full remote after testing period (to be agreed).

Salary dependant on experience, seniority, location, and weekly working hours.

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