



Localization Project Manager

Montreal - Full-time - 743999983516454

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Within the Global Brand Operations department, Localization department, you report to the Manager, Global Publishing Localization. Your role is to manage the flow of all localized Marketing elements.

What you'll do:

Ensure the good management of the localization of digital elements (websites, videos, metadata, etc.):

- With your colleagues, ensure the proper management of translation requests throughout the process (coordination with internal teams, file preparation, creation of quotes, direct contact with internal teams to retrieve documents).
- Monitor questions and issue resolutions.
- Control compliance with schedules and expected quality (compliance with guidelines and technical constraints).
- Implement necessary quality control models and adhere to publishing guidelines.
- In coordination with your manager and Ubisoft clients, ensure compliance with internal and external processes.

Vendor relationship:

- Closely monitor our pool of vendors on communication, localization quality, reactivity, and guidelines follow-up.
- Communicate your report to your manager on a regular basis.

Continuous improvement of localization processes:

- Propose process adaptations in a continuous improvement approach for maximum efficiency and quality, depending on tool and/or market evolution.
- Update standard processes related to terminological glossaries and style guides.
- Closely monitor and maintain daily status reports of projects, attend weekly Round Table meetings to update group on project status.

Project billing:

- Monitor the costs of your projects.
- With your manager's help, follow-up financial questions with the vendors if any.
- Create POs and control vendor's invoices monthly.

Tools:

- Maintain tool to track quality issues related to localized assets. Make recommendations for process and tool improvements based on this information.
- Research new localization tools (CAT, PSD scripts, plug-ins).
- Explore possibilities in terms of machine translation and neuronal translation.

What you'll bring:

- Professional experience in localization and project management.
- Bilingualism (English/French) is required in this role given the nature of the position and due to daily interactions with colleagues and external partners outside Quebec who are English-speaking
- Meticulous and organized, you know how to work within a team and coordinate several projects at once by managing priorities.
- High flexibility and adaptability to new situations.
- Have a proactive attitude, able to identify issues and provide solutions.
- Comfortable with IT tools (Excel, PowerPoint), project management tools (JIRA) and translation software (MemoQ, SDL).

What to send our way

- Your CV, your expertise and/or related experience and skills.

Just a heads up: If you require a work permit, your eligibility may depend on your education and years of relevant work experience, as required by the government.

We are working to enrich players' lives through unique and memorable gaming experiences and by improving the positive impacts of our games. To get there, we are creating a safer, more inclusive work environment, we are giving back to the communities where Ubisoft operates by working with local non-profit partners and by working to reduce the environmental impact of our business

Skills and competencies show up in different forms and can be based on different experiences, that's why we strongly encourage you to apply even though you may not have all the requirements listed above.

At Ubisoft, you can come as you are. We embrace diversity in all its forms. We're committed to fostering a work environment that is inclusive and respectful of all differences.

Ubisoft code of conduct: [Ubisoft Code of Conduct](#)