

holert.com , located in Munich, offers Consulting, Training and Development for enterprise project management. Our core competence is the implementation of Microsoft Office Project Server and its integration with Microsoft Outlook and Lotus Notes.

Together with a team of 11 architects, developers and testers, we developed Allocatus (<http://www.allocatus.com>), a connector, which links MS Project with Outlook or Lotus Notes.

We are currently looking for a

## **Translator (m/f) for technical documentation, English Native Speaker (Freelancer)**

### **Expectations and Tasks of Job**

- Translate documentation (e.g. user guides, data sheets), marketing and PR material from German into English or
- Editing texts written by non-native speakers in English
- Checking the translations word for word to make sure that the translations are accurate, the appropriate terminology has been used and the style is good
- Describing application installation and configuration

### **Skills and Competencies**

- You are student in engineering or sciences (e.g. IT, computer science) or other information technology related qualification
- You are a native English speaker with excellent knowledge of English grammar and punctuation
- You have ideally also experience of Microsoft Office Project and Project Server with technical background
- You have some experience in project management and direct client contact

### **What we are offering**

- friendly working environment in a young team
- performance-oriented salary
- Our company is based in Munich but the team you will be working with are all Freelancers working in their own home offices
- Gaining experience in leading Microsoft technologies and its use

Interested? Please send your online application including an up-to-date CV with a link to your theoretical and practical experiences or work samples to [renke@holert.com](mailto:renke@holert.com), quoting the job description in the subject line.