



White Globe

White Globe is Asia's leading Language Service Provider (LSP) offering Translation & Localisation services in more than 350 Foreign and Indian Languages. These services are mainly used by MNC Companies who do business in multiple languages or Indian Multinationals with Global presence. In a short span of Four years White Globe is already servicing more than **2000 clients** across the globe including **more than 50 Fortune 500 Companies**. Right from its inception, White Globe has won several Industry leading accolades like *"The Company of the Year 2019"*, *Best in Translation and Localisation-India*, *Corporate Excellence Award, UK*. *"The Most Admired Language Service Provider in India, CEO of the Year 2019 etc.*

White Globe services are backed by advanced technology and an innovative knowledge centre. The services are delivered maintaining very high level of Quality by a team of highly competent project managers and delivery professionals. White Globe offers a dynamic work environment to encourage innovative thinking and honing one's leadership skills

White Globe has created a sub brand for Multi-media Localisation business "**Alpha Hat Global**" to bring strategic focus on Video/Animation Creation and Video/Animation Localisation for Corporates. The Multi-media localisation team will nurture and build this business in a separate Line of Business/Division/Vertical. We believe remarkable talent, enthusiasm, and creative thinking add up to great work.

White Globe is expanding and looking for a Multimedia Project Manager to join the team. The Multimedia Project Manager is responsible for managing concurrent projects for timely delivery of quality deliverables while performing appropriate scope management. She/he will be responsible for the overall timeline, quality, documenting/managing issues and risks, and communicating project status to internal/external project stakeholders and upper management. She/he is responsible for the overall management of assigned projects and is the key person thoroughly involved in every step of the way, from project conception to operations hand off. This position requires strong leadership, excellent communication, "hands-on" project management skills, proficiency in motivating and leading others, through vision, strategic positioning, and leadership characteristics.

Please visit: www.whiteglobe.co.in Available in Eleven Languages

POSITION DESCRIPTION SUMMARY

Function: Multi-media (Alpha Hat Global)

Location : Mumbai

Position Title: Multimedia Project Manager

Reporting To: Creative Director and SBU Head- Alpha Hat Global

I) Position Summary

The Multimedia Project Manager works closely with the Creative Director to deliver high-quality multimedia and graphic solutions.

He/she Communications Project Manager Co-ordinates the development, production and distribution of corporate and marketing communications: receives, and reviews requests from internal clients. They will develop communications plans, suggest appropriate communications and manage media and advertising strategies



Key Objective / Purpose of the Job:

Acts as project leader for communication projects:

Develops and manages production schedules to ensure optimal use of internal resources, and the timely delivery of projects. The incumbent will also be responsible for Quality check of the Multimedia Projects.

Briefs creative group of project goals participates in creative development as appropriate reviews drafts of copy and proofs from creative, and routes for review

Production Process

Sources, interviews and negotiates with suppliers, analyses quotations to provide cost estimates to internal clients, assesses their work and makes decisions on supplier selection for projects.

Generates purchase requisitions to ensure proper job specifications are provided to outside suppliers, and reconciles invoices against quotations.

Manages production docket system including library of all production materials.

Proof-reads materials, and inspects pre-press artwork to ensure quality.

Ensures Quality Check (QC) of all Multimedia Projects

Ensures that all finished multimedia project deliverables are sent to clients, suppliers, publications, or other destinations after quality check.

In summary, acting as the single point of contact, she/he facilitates the definition of the scope and takes projects from concept through the final deployment.

- Assist in pre-sales for evaluating/planning effort and creating Statement of Work
- Outline detail deliverables associated to service proposals and contracts
- Develops detailed work plans, schedules, project estimates, resource plans, budgets
- Determine and assess resource requirements, identify and analyse available resources (in-house teams, freelancers) for the realization of the project
- Coordinates internal/external resources and third parties/vendors
- Develops plan and is responsible for the overall quality of deliverables
- Manages project execution to ensure adherence to budget, schedule, tracks progress and scope
- Conducts project meetings, publishes minutes and follows up on action items
- Creates and maintains project documentation including weekly status reports
- Manages the integration of third-party tasks, tracks effort and reviews deliverables
- Anticipates issues and proactively takes initiative to find solutions to problems
- Assess risks and develops contingency plan with the help of the Management team
- Prevent, monitor, document and escalate scope creep
- Breaks projects into measurable milestones and tracks progress against baseline
- Conduct and document project retrospective in collaboration with the team
- Plan and release milestones billing while ensuring payment follow-up

II) Person Specification:

a) Essential

- Bachelor's degree in project management, administration, computer science or



Qualifications and Experience:

other related domain

- Minimum 5 years of experience as Project Manager of several concurrent projects utilizing waterfall and agile methodologies
- Thorough understanding of the use of communications media (collateral, web, advertising - print, radio, TV, online) to achieve client's objectives.
- Strong writing skills
- Experience in writing and reviewing contract terms and conditions