



Publishing Coordinator (B to B)

Company

Since its creation in 1980, COGEN has focused on multilingual translation and publishing of technical documents (installation, operation, maintenance, instructions) and marketing materials (catalogues, brochures, websites) for clients in the manufacturing and medical industries in Europe, the USA and Japan.

In 2015, Cogen joined the Technicis Group, one of the top 5 translation firms in Europe. Technicis employs over 500 people and works with customers in a wide variety of sectors including luxury products, aerospace, automotive, technology and finance.

Because of this growth, we are currently looking for a Publishing Coordinator for our Belgium office in Brussel's central Schuman district.

Job description

You will be responsible for coordinating DTP activities for Cogen, while managing in-house and external teams. You will be asked to plan and coordinate the technical operations associated with a project, and more specifically:

- Preparation upstream of files for translation;
- Formatting of translated files in line with each customer's specifications;
- Hard-copy proofreading of formatted languages (quality control) prior to delivery to the customer;
- Introduction of corrections after proofreading;
- Font management;
- PDF generation;
- Updating of customer instructions as and when required;
- Customer support and consulting (on-site client meetings and partnership reviews);
- R&D – identify and deploy new technologies to bring added value to the team;
- Process optimization for in-house teams and customers.

You will also be required to recruit, train and give constructive feedback to teams mainly in English.

Qualifications

- Fluent French and English;
- Good knowledge of the main imaging formats (InDesign, Illustrator, MS Office, FrameMaker, QuarkXPress) and a real curiosity for new technologies;
- Knowledge of XML and CAT tools would be a plus;
- Ability to advise clients and contribute to process improvements;
- Attention to detail and an ability to concentrate on precision tasks;
- Compliance with customer instructions and lead times;
- Excellent communication skills and a team player;
- Flexibility and adaptability – you are a problem-solver;

Why join Cogen?

- You will be part of the Technicis Group, the fastest growing LSP on the European market;
- You will be part of a dynamic multi-cultural team that will help you succeed;
- You will have the opportunity to help clients across many industries and countries reach new markets;
- You will work with and coordinate work with vendors across different locations;



- You will have a permanent contract with the possibility to develop and grow in a highly qualified team;
- You will receive a competitive salary;
- You will be able work in a great environment at our brand-new offices in the buzzing Schuman district of central Brussels.

Contact us

If you think you might be a good fit, please send a cover letter and CV in French or English to join-us@cogen.com

You can find out more about the group at www.technicisgroup.com and about Cogen on www.cogen.com