

Internship offer

Translation Project Manager

If you are looking to do a work placement as part of your studies with a UK-based translation company, you might be just the person we are looking for!

We have a vacant position from 31st August 2020 onwards. We usually ask for a minimum period of 3-4 months.

Kindly send us your CV and a short application to mail@intercom-translations.co.uk

JOB DESCRIPTION

The trainee will primarily be responsible for carrying out translation, interpreting and voice-over projects in accordance to the standards of our company. Main tasks include:

- Quoting, planning and managing multiple projects in all languages
- Liaising with suppliers and clients
- Negotiating deadlines and rates
- Formatting work prior to submitting it to our clients
- Proofing translations from and into English / German
- Occasional translation of documents from English into German
- Recruiting freelancers
- Updating databases
- Checking invoices for accuracy
- General administrative tasks such as answering calls, filing, etc.

REQUIREMENTS

- BA or Postgraduate qualification in Translation studies
- German (native) and English (fluent). Any further languages would be an asset.
- Ability to multitask
- Strong organizational skills
- Great attention to detail
- Ability to deal with challenging situations and tight deadlines
- Ability to communicate accurately detailed information
- Friendly and positive personality

TRAINING AIMS & RESULT OF INTERNSHIP

To provide an opportunity for participating in a small but busy translation company. The trainee would receive invaluable experience liaising with a large number of prestigious international companies.