Dear Sir / Madam

We are writing to offer an internship opportunity for your students.

1Global Translators is a translation and interpretation agency based in Barcelona. We have a lot of experience in translation, interpretation, correction and transcription amongst other linguistic services.

We offer students internships (lasting for a minimum of 3 months) in the following departments.

- Human Resources
- Project Coordination
- Administration
- Translation
- Marketing

Below are the details of what each internship would involve

**HUMAN RESOURCES (HR)**

- Coordinate interns and translators
- Organise the weekly calendar of interns
- Update the professional data base
- Manage CVs
- Interview future interns
- Take calls and reply to emails
- Welcome new members to the team

**PROJECT COORDINATION**

- Coordinate translations and interpretations
- Contact clients and translators
- Manage budgets
- Assign projects
- Request/accept translations, interpretations and adjustments for our clients and suppliers
- Provide these translations to respective clients.
- Manage calls and emails
ADMINISTRATION AND LOGISTICS

- Invoice for translations
- Manage the finances of the company
- Verify and record bank transactions
- Check and record invoices (for clients and suppliers)
- Manage calls and emails
- Logistical management

MARKETING

- Create URLs for our website
- Investigate and structure content
- Identify key words
- Create high quality content
- Analyse statistical data
- Edit images
- Learn SEO positioning techniques
- Add completed URLs to Google
- Organise our client data base by language, speciality, region and linguistic combinations
- Basic management of WordPress and Plugin
- Attend Digital Marketing conferences

TRANSLATION

- Complete assigned translations
- Amend and check texts.
- It is also possible to combine this internship with another department in the company.

PLEASE NOTE:

- Internships take place in Barcelona, except for translation internships which can be done from home and require you to be studying linguistics
- We offer the possibility of combining internships across 2 departments (Human Resources, Project Coordination, Marketing or Administration)
- All interns will report to and be supervised by a tutor.
- Interns are paid 100€ per month, except the translation interns working from home who are not paid.

Minimum requirements: Castilian Spanish and English, high level of understanding of Microsoft Office (word, excel, outlook etc.), an internship contract (convenio/traineeship agreement) from your university or school.
We are looking for responsible and able students that can work with us on developing their own skills.

Students who are interested should send their CV to humanresources@1globaltranslators.com

Kind Regards

The Human Resources Department

www.1globaltranslators.com

TRANSLATIONS AND INTERPRETATIONS

1GLOBAL TRANSLATORS

Email: clients@1globaltranslators.com


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