Internship in creative translation and marketing agency

Great opportunity as an intern in a growing, dynamic and creative localisation company. The ideal candidate is proficient in English, (more languages are an asset), has a proven sales track record and experience working in the language industry or other sector. Moreover, the candidate has highly developed communication, sales and marketing skills and is an independent, motivated and self-driven individual who wants to work for an innovative language service provider. The internship can be done remotely or inhouse at our office in Tallinn, Estonia.

Internship description:

- Communicating and managing relationships with existing and potential clients and partners.
- Developing new business opportunities and negotiating mutually rewarding contracts.
- Website maintenance, Google AdWords and SEO strategy.
- Achieving sales targets and KPI’s.
- E-mail campaigns and social media marketing.
- Adding, maintaining and organising contacts in Pipedrive.
- Additional tasks: Other related assigned duties for the purpose of ensuring the effective functioning of sales and marketing or other company goals and objectives.

Good to have:

- Proven sales track record and marketing skills within the language industry or other sector.
- Excellent communication, negotiation and listening skills.
- Service-minded approach (sets and understands goals and priorities).
- Self-confident, independent, intuitive, resilient and persuasive.
- Effective time management skills as well as flexibility and ability to adapt and respond to various customer scenarios.
- Desire to learn new skills, openness to challenges and change.
- Ability to multi-task and solve problems showing initiative to look for new opportunities.
- Fluent in English (knowledge of other languages is an advantage).
- Knowledge of translation technologies, e.g. CAT tools, machine translation and AI is an advantage.

We offer:

- Opportunity to work in a growing, dynamic and creative company.
- Flexible opportunity with high independence and the option to work remotely.
- International business travel and networking opportunities.
- Introduction to CAT tools, subtitling programmes and translation technologies.
- Training in related fields, e.g. online marketing, sales and localisation.
- Possible future employment.

Period: February – July 2020, flexible dates.
Please send your application to: info@localisedweb.com with "Internship" in subject field.