Internship - Project Manager

Location: London, UK
Period: 1 October to 21 December 2018 (3 months)

About the company
INTER-COM Translations was set up in 1994 by Patrick Beacom.
As a result of our extensive experience in the translations and various other service industries, our professional focus is based on a highly personal service and a thorough level of understanding of clients' needs.

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 placing work with them
- Negotiating deadlines and rates
- Formatting work prior to submitting it to our clients
- Proofreading 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.

Languages
German (native) and English (fluent). Any further languages would be an asset.

Qualifications
BA or Postgraduate qualification in Translation studies

Requirements
- 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 & results 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.

If you are interested, please send your CV and a short application to mail@intercom-translations.co.uk

Proprietor: P. Beacom