



1GLOBAL TRANSLATORS
www.1globaltranslators.com
TRADUCCIONES E INTERPRETACIONES

Dear Students,

Please take into consideration a traineeship offer tailored for you, an abroad experience to work in our translation company, 1 Global Translators, located in Barcelona, Spain.

Our company offers translation and interpretation services in all languages. We offer the opportunity to have an internship for a minimum period of three months (or more if you wish) in Project Coordination department, Human Resources department, Administration department and Web Marketing department.

Here below you can find all the details about our departments:

MARKETING

□ Marketing internship includes some of these tasks: create quality content to promote Web Blogs on the net (Blogging); promote our websites on the most important social networks (Facebook, Twitter, LinkedIn, Pinterest, Instagram, Blog); analyse statistics in order to make conclusions and carry out improvements; carry out changes on the website using code (HTML); image editing; carry out Marketing campaigns (Promotions, Competitions...); write articles related to the Instituto del Bienestar (published in a blog); look for forums and participation; introduce content on our WebPages (1globaltranslators.com, institutodelbienestar.com, wikifelicidad.org); SEO positioning, look for commercial contacts and introduce them into databases; call clients or potential clients, other tasks related to marketing and commercial management.

ADMINISTRATION

□ In Administration you will work with the person responsible of the Administration Department in different tasks: billing, payment management, collection management, accounting, etc. For example: checking and entering the transactions of our bank accounts, checking and entering the invoices received from providers, entering invoices to clients, preparing sales return, filing the received or created documents and carrying out the collection management. At least a medium-high level of Spanish is required.

HUMAN RESOURCES

□ In the Human Resources Department you will work with organising the employees, freelance translators and the new interns. For example: you will update the database of professionals, you will communicate with candidates for internships, you will also look for new translators, and you will be in charge of the management of communication of CVs we receive. You will also have to work with the Instituto del Bienestar, putting adverts on websites of psychologist schools, using the databases, answering calls, writing emails, etc. At least a medium high level of Spanish is required.

PROJECT COORDINATION

□ The tasks in the Project Coordination Department are, for example: preparing quotations, order's acceptations, translation orders, etc. for clients and suppliers, coordinating translations and other projects, delivering translations, choosing appropriate translators and professionals for each project, calling the clients and the translators if there are problems or questions, etc. For this reason a high level of Spanish is required (spoken and written). Finally you will also have to file the messages and manage the orders of the Instituto del Bienestar.



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TRANSLATION

□ In Translations you will make translations, as well as edit and check translations into English, French, German and Italian (translation studies are required). It is also possible a combined internship of Translation and Project Coordination.

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 per month: 100 € (4 h/day), 110 € (5 h/day), 125 € (6 h/day), 150 € (7 h /day) y 175 € (8 h/day), except the translation interns working from home who are not paid.

The enterprise do not provide any accommodation, but we can give you advice and suggestion on how to find flats in Barcelona.

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.

For any further information, please send your personal application along with your CV to our Human Resources department (humanresources@1globaltranslators.com).

Kind Regards,

General Manager

Javier Payá Pujado