

# Internship proposal - 1Global Translators

1Global Translators is a translation agency with a solid amount of experience and the commitment to offer excellent translation and interpreters services to our clients, among other linguistic services.

We offer internships for a minimum of 3 months in the following areas:

**Project Management**

**Human Resources**

**Marketing**

**Administration**

**Information Technology**

**Translation**

Task descriptions:

**Project Management Department:** Some of the following tasks will be carried out in this department: starting translation projects, preparing the documentation for each stage of a translation project (quotations, order acceptances and purchase orders), choosing appropriate translators and proofreaders for each project according to its characteristics, contacting clients and translators, delivering the translations, updating the databases etc. A high level Spanish is required (written and spoken). Also a communicative level of English is desired.

**Human Resources:** Some of the following tasks will be carried out in this department: handling the CVs we receive, coordinating with new employees and interns and providing them with the initial information and training, updating the database of professionals, selecting interns and interviewing them, searching for new translators and interpreters, sending advertisements to universities, etc. A high level of Spanish is required.

**Marketing:** Some of the following tasks will be carried out in this department: creating quality content in order to position our websites and promote the webs on the main social networks (Facebook, LinkedIn, ...), analyzing statistical information and carry out marketing reports, selecting and dealing with images, email marketing, responding to requests of potential clients, writing articles related to 1Global Translators and Instituto del Bienestar (published in a blog), adding content to our webpages (1globaltranslators.com, institutodelbienestar.com, wikifelicidad.org), SEO positioning, searching for potential clients and adding them to the databases, following up on quotes, as well as other tasks related to marketing, commercial management and supporting the Project Management and HR departments (a high level of Spanish is preferred)

**Administration:** Interns will work with the person responsible of the Administration department on the different, specific Administration tasks (Billing, Payment Management, Collection Management and Accounting). For example: Checking and recording our bank account transactions, checking and recording invoices received from providers, recording client invoices, filing created or received documents and management of accounts receivable (a high level of Spanish is required).

**Information Technology:** Some of the tasks that will be carried out are: administration of Databases (MySQL, Access), PHP programming, administration of servers (Linux, Active Directory), implementing website modifications using code (CSS & HTML), solving problems with servers and workstations, managing and following up on email marketing. Availability to carry out other marketing tasks. Education in programming, technology and database development is required, among other similar tasks.

**Translation:** Interns will carry out translations, proofreadings and quality checks (linguistic studies are required). It is also possible to combine a Translation internship with a Project Management internship.

The internship is not remunerated, but transportation costs are paid for by the company within the city of Barcelona.

We are looking for responsible, versatile students who can work with us and develop their own skills.

Minimum requirements:

- Office Package (user level)
- Internship agreement from the University or School

If you are interested, you can send us your CV to the following email address:

[humanresources@1globaltranslators.com](mailto:humanresources@1globaltranslators.com)

1Global Translators is a small company made up of the Managing Director, the heads of the Project Management, Marketing and Administration/Logistics departments, 170-190 translators and 10-15 interns. We rely on various offices in Spain to assist our clients, but all work in Project Management, Marketing and HR are carried out in the office in Barcelona.

For more information about the internships, please contact the Human Resources department.

Kind regards,

HR Department

[www.1globaltranslators.com](http://www.1globaltranslators.com)

TRANSLATIONS AND INTERPRETERS

### **1GLOBAL TRANSLATORS**

Email: [humanresources@1globaltranslators.com](mailto:humanresources@1globaltranslators.com)

Alicante: 961 118 264 | Barcelona: 932 289 258 | Bilbao: 944 155 121 | Cádiz: 955 112 634 | Gijón: 984 036 473 | Málaga: 951 214 828 | Madrid: 911 280 540 | Marbella: 951 214 828 | Murcia: 671 547 421 | Oviedo: 984 036 473 | Palma G. Canaria: 661 352 776 | Pamplona: 976 900 28 | San Sebastián: 944 155 121 | Sevilla: 955 112 634 | Tarragona: 932 289 258 | Toledo: 911 280 240 | Valencia: 961 118 264 | Zaragoza: 976 900 278