



## **1GLOBAL TRANSLATORS**

Traducciones e Interpretaciones

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
- 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 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.

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

Kind Regards

The Human Resources Department

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

TRANSLATIONS AND INTERPRETATIONS



**1GLOBAL TRANSLATORS**

Email: [clients@1globaltranslators.com](mailto:clients@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: 976 900 278 | 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

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