

Erasmus Student Traineeship in Spain

EMPLOYER INFORMATION	
Name of organisation	LinguaTrans Servicios Lingüísticos SLU
Address inc post code	Gran Vía 67, oficina 2 – 26002 – Logroño, España
Telephone	+34 941 89 11 00
Fax	
E-mail	alberto@linguatrans.com
Website	www.linguatrans.com
Number of employees	4
Short description of the company	LinguaTrans is a Spain-based translation agency. We provide different kinds of language-related services such as translation, interpretation, proofreading, etc. We have a young, positive and dynamic atmosphere in the office, which is located at the center of Logroño, a medium-sized lively town.
CONTACT DETAILS	
Contact person for this placement	Alberto Ruiz
Department and designation, job title	GM
Direct telephone number	+34 696919709
E-mail address	alberto@linguatrans.com
APPLICATION PROCEDURE	
Who to apply to (including contact details)	Alberto Ruiz – alberto@linguatrans.com
Deadline for applications	No specific deadline. We are open to applications at anytime.
Application process	Communication via email. CV + interview via skype, possibly short test
Please provide as much information on the placement as possible – too much information is better than not enough!	
PLACEMENT INFORMATION	
Department, Function	Translator/proofreader/project manager
Location	At our office in Logroño
Start Date	Ongoing vacations. Currently: A French-speaking student from 1st September A Spanish student from 18 July An English-speaking student ASAP A German-speaking student ASAP A Portuguese-speaking student ASAP An Italian-speaking student ASAP
Duration	Typically 3 months but 2-9 months acceptable
Working hours per week	Typically 20 hours p/w, but 20-40 hours acceptable
Description of activities, tasks	Translation, proofreading, project management and other relevant

	tasks. The profile requested is Translation and other linguistic studies
Accommodation	We can help the student find a shared flat near the office
Details of financial and “in kind” support to be provided	At the end of the work placement, we pay an annual membership for proz.com, in order to facilitate the student’s incorporation to the translation market.
Other	Very relevant training is provided: Trados Studio 2014, other useful software, project management, productivity for translators, etc.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Good command in Spanish, especially reading in order to understand well the original texts.
Computer skills and level of skills required	Standard computer skills required, advanced skills is a plus
Drivers license	NO
Other	