

We are a translation agency situated in Barcelona, Spain, which offers translation and interpreter services in all languages. We give the opportunity to do an internship for a period of three months or more in following departments:

- *Project Coordination*
- *Human Resources*
- *Marketing*
- *Administration*
- *Translation*

Task description:

➤ The tasks in the **Project Coordination Department (4-5 months at least)** are, for example: preparing quotations, order's acceptations, translation orders, etc. for clients and suppliers, coordinating the corresponding 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.

➤ In the **Human Resources Department (3 months at least)** 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.

➤ **Marketing (3 months at least)** tasks will include 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.

➤ In **Administration (3 months at least)** 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.

➤ In **Translations (3 months at least)** 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.

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

We are looking for responsible and multidisciplinary students who can work with us developing their own abilities in each of these departments.

Minimum requirements:

- Spanish or English
- Office Pack (user level)
- Internship Agreement from University/College

If you are interested, you can send us your CV by email to: humanresources@1globaltranslators.com