**Placement Offer Form**

CMEPIUS, Ob železnici 30 a, 1000 Ljubljana, Slovenia

E mail : erasmus@cmepius.si

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| **EMPLOYER INFORMATION** | |
| Name of organization | ALT PLUS d.o.o. |
| Address | Dunajska cesta 106 |
| Postal Code | SI-1000 |
| City | Ljubljana |
| Country | Slovenia |
| Telephone | +386 590 46120 |
| Fax | +386 590 46121 |
| E-mail | info@altplus.si |
| Website | www.altplus.si |
| Number of employees | 5 |
| Year of foundation | 2010 |
| Contact person | Mr. Franc Batagelj |
| Department / Function | Managing Director |
| Direct telephone number | +386 590 46120 |
| Direct mobile |  |
| Direct e-mail address | francb@altplus.si |
| Short Description of the Company | ALT PLUS is a modern translation company that uses cutting-edge technologies and innovative approaches in translation process to deliver high-quality, fast and affordable translation services. ALT PLUS specializes in software and games localization, technical documentation and legal translation. In addition to language services, ALT PLUS also specializes in Computer Assisted Translation and Machine Translation. |
| Other |  |

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| **PLACEMENT INFORMATION** | |
| Department / Function | Translation Department |
| Description of activities | - Translation - Localization - Learning to work with computer-aided translation tools |
| Duration | 3 months |
| Working hours / Weekly hours | 8 / 40 |
| City | Ljubljana |
| Help with finding Accommodation | Yes |
| Financial Contribution | Yes (50) |
| Other |  |

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| **LANGUAGE REQUIREMENTS**[[1]](#footnote-1) | | | | |
| Language | Listening | Reading | Writing | Speaking |
| English | 3 | 3 | 3 | 3 |
| German | 3 | 3 | 3 | 3 |
| French | 3 | 3 | 3 | 3 |
| Italian |  |  |  |  |
| Spanish |  |  |  |  |
| Croatian | 3 | 3 | 3 | 3 |
| Bosnian | 3 | 3 | 3 | 3 |
| Serbian | 3 | 3 | 3 | 3 |

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| **ICT REQUIREMENTS** | |
| requirement | Expertise level[[2]](#footnote-2) |
| Microsoft Windows | Intermediate level |
| Microsoft Office | Intermediate level |
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| **OTHER REQIUREMENTS** | |
| Driver’s license | No |
| Other | We are looking for students of translation or linguistic studies who are native speakers of Croatian, Serbian, Bosnian or Macedonian language with excellent knowledge of English, German or French. |

1. Required language skills are rated from 1 to 3:

   1 - basic level

   2 - intermediate level

   3 - proficient level [↑](#footnote-ref-1)
2. ICT skills are rated with 3 levels of expertise:

   - Basic level

   - Intermediate level

   - Proficient level [↑](#footnote-ref-2)