

## Project Management Intern

We are seeking a Project Management Intern with fluent English and German language skills for a fixed-term position in our busy translation company in Nottingham, UK. The role is ideally suited to current students at EU universities needing to spend time abroad in the UK.

### **We offer you:**

Fully paid for visa

A fixed-term contract of between four and twelve months depending on your requirements

Flexibility to fit your work around your study commitments

An international and dynamic environment

The opportunity to work in different departments (project management, translation services, sales and marketing, resource management)

The cost of accommodation and a monthly travel card. Additional financial support may be available in the absence of other sources of funding (eg. ERASMUS)

Assistance in finding suitable accommodation

### **You will fulfil the following essential requirements:**

Excellent English and German (ideally native-speaker level in German)

Strong MS Word and Excel skills

Background in languages, business or project management

Interest in the translation industry

A team player with problem-solving skills

Commercial awareness

Attention to detail

Competent numeracy skills and the ability to acquire new IT skills quickly

### **You will also ideally have one or more of the following:**

Experience in a translations environment

Knowledge of an additional foreign language

**The position entails the following main responsibilities:**

Helping project managers to set up and place client jobs

Archiving completed projects

Drawing up purchase orders

Preparing and processing source and translation files

Creating and updating internal translation memories (TMs)

Monitoring supplier availability

Assisting with data analysis

Updating client-specific reference material

Checking project progress, costs and profit margins

Supporting colleagues with other projects on an ad hoc basis

As you gain more experience, you will also have the opportunity to:

Manage small jobs independently

Handle private clients and their enquiries

Carry out short translations on an ad hoc basis

This is an on-going opportunity, and we welcome applications at all times from candidates who fulfil the essential requirements.