We offer you:

- 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)

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 (TMss)
- Monitoring supplier availability
- Assisting with data analysis
- Updating client-specific reference material
- Handling 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

The cost of accommodation and a monthly travel card will be covered, and we can also offer assistance in finding suitable accommodation.

AST Language Services