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## **BUSINESS/TRANSLATION/LANGUAGE INTERNSHIP OPPORTUNITY IN SPAIN**

### **About us:**

We are McFelder Translations, a quality accredited translation agency based in Girona, Northern Spain. We specialise in translation of technical, scientific, and business documentation. Our clients include multinational companies operating in sectors such as Engineering, Biotechnology, Pharmaceuticals, Marketing, Chemicals and Manufacturing.

Here at McFelder Translations we offer internship opportunities for undergraduates who would like to gain experience working in a communications and translations agency.

You would be working alongside Vendor and Project Managers and will obtain first class training and gain important general business, language, procurement, and project management experience. This will give you a clear insight into all aspects of the business world.

Being in a Spanish company you will have the opportunity to develop or strengthen your Spanish language skills. There is a young team of multinational project managers and interns working at McFelder Translations, so it is easy to make friends and integrate within the community.

Knowledge of Spanish language would be an advantage but not essential for this role.

This internship is also relevant to any student wishing to acquire general business experience not necessarily related to languages.

### **About you:**

Ideally, you would be a self-motivated, enthusiastic individual who would be able to assist with the effective co-ordination of complex multilingual projects, liaison with freelance translators and work with the McFelder software systems.

You would help both Vendor Manager and Project Managers in their day-to-day tasks using different CAT tools and software.

You are also:

- Undergraduate student
- Fluent in English
- Have some knowledge of Spanish language but not essential
- IT proficient
- Well organised and can work as part of a team
- May have German and/or French language skills

**We provide full training** for RWS GroupShare, RWS Live Team, Trados Studio, and Plunet management system. These skills are essential for any student who sees themselves one day in the Translation Industry.

**This internship is paid 430€ monthly and ERASMUS funding** should be secured through your university. We can assist you with accommodation search here in beautiful Girona.

We hope to include you in our team as soon as **September 2022**.

Please apply on our website with you CV and a short motivational letter:

[Join us Internships - McFelder Translations](#)