

Translation Internships

Main duties:

- Translation of documents in your language pairs
- Proofreading of documents in your native language
- Assisting Project Managers in the preparation of documents for translation
- Assisting in recruitment of linguists
- Writing blog articles for Wolfestone Website
- Building glossaries and carrying out terminology research

General office duties:

- Filing and retrieving information and documents
- Gathering information by telephone, letter or in person
- Recording or updating information using computerised and manual systems
- Photocopying documents
- Dealing with incoming and outgoing post

Person Specifications:

- A degree in foreign languages or translation or currently studying towards one
- Experience in translation (i.e. University course module)
- Good organisational and interpersonal skills
- Knowledgeable with Microsoft Office and other relevant programmes

Desirable:

- Knowledge of DTP software would be an advantage

What skills/knowledge could I gain/improve?

- General office administration skills
- Communication skills
- Organisation and prioritisation skills
- Time management and working to deadlines
- Translation and translation memories