

Dear Sir/madam,

Please take into consideration a traineeship offer for your students to work in our translation company, 1 Global Translators, located in Barcelona, Spain.

Our company offers translation and interpretation services in all languages. We offer the opportunity to do an internship for a period of three months or more in the Project Coordination, Human Resources, Administration and Web Marketing department.

## MARKETING

**Marketing (from July 2018)** you will create quality content to promote Web Blogs on the net (Blogging); promote our websites on the most important social networks, such as: Facebook, Twitter, LinkedIn, etc. You will also need to analyse statistics in order to make conclusions and carry out improvements on our website which can include using code (HTML) and image editing. During the internship you will need to write articles related to the Instituto Del Bienestar which will then be published in our blog and will also have the chance to attend marketing conferences as a way to develop your knowledge in the field of marketing.

## ADMINISTRATION

In **Administration (from July 2018)** you will work alongside the Head of the Administration Department in different tasks: billing, payment management, collection management, accounting, etc. For example: checking and entering the transactions of our bank accounts, checking and entering the invoices received from providers, entering invoices to clients, preparing sales return, filing the received or created documents and carrying out the collection management. At least a medium-high level of Spanish is required.

## HUMAN RESOURCES

The tasks in the **Human Resources Department (from May 2019)** are: organising the employees, freelance translators and the new interns. You will update the database of professionals, communicate with candidates for internships and look for new translators and interpreters. You will also have to work with the Instituto Del Bienestar, putting adverts on websites of psychologist schools, using the databases, answering calls, writing emails, etc. At least a medium high level of Spanish is required.

## PROJECT COORDINATION

The tasks in the **Project Coordination Department (from July 2018)** are: Receiving translation and interpretation requests and orders from clients for which you would need to create quotes and evaluate timescales. You would then search for suitable professionals to work on each project that you would coordinate throughout the process, this includes answering any questions or queries they may have about the text. Upon project completion you would need to arrange revisions and checks when required and deliver the translation to the client. In the case where customers are not unsatisfied with the final piece, you would need to liaise between the client and translator in order to guarantee the client's complete satisfaction. For this reason **a high level of Spanish is required (spoken and written)**.

## TRANSLATION

In Translations (**3 months at least**) you will make translate, as well as edit and check texts into your native language (English, French, German and Italian - translation studies are required). It is also possible to do a combined internship of Translation and any of the other internships we offer.

The internship is unpaid, but travel costs between the working place and the accommodation within the city of Barcelona are paid by the company.

We are looking for responsible and multidisciplinary students who can work with us developing their own abilities.

Minimum requirements:

- Spanish and English (high spoken and written level)
- Office Pack (advanced user level)
- Internship Agreement from University/College

If you are interested, you can send us your CV by email to: [humanresources@1globaltranslators.com](mailto:humanresources@1globaltranslators.com)

For further information, please contact the Human Resources Department.

Yours faithfully,

Human Resources Department



**1GLOBAL TRANSLATORS**

Email: [humanresources@1globaltranslators.com](mailto:humanresources@1globaltranslators.com)

Alicante: 961 118 264 | Barcelona: 932 289 258 | Bilbao: 944 155 121 | Cádiz: 955 112 634 | Gijón: 984 036 473 | Málaga: 951 214 828 | Madrid: 911 280 540 | Marbella: 951 214 828 | Murcia: 671 547 421 | Oviedo: 984 036 473 | Palma G. Canaria: 661 352 776 | Pamplona: 976 900 28 | San Sebastián: 944 155 121 | Sevilla: 955 112 634 | Tarragona: 932 289 258 | Toledo: 911 280 240 | Valencia: 961 118 264 | Zaragoza: 976 900 278

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