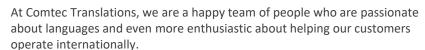
# **Translation Internship**

## Comtec Translations, Leamington Spa, United Kingdom



An internship at Comtec provides the opportunity to gain a real insight into the translation industry while gaining invaluable training and experience.

The internship will involve a variety of activities, including checking translations, using translation memory tools, sourcing new translators to join the company database of translators and project management of interpreting jobs.

### **Key Activities**

- Checking translations: this involves checking text for completeness and formatting. If the document relates to your specific language skills, this will also involve checking language
- Liaison with freelancers to handle queries and passing them on to the appropriate person for further investigation
- Project management and placing interpreting jobs: contacting interpreters and confirming booking details with them
- Sourcing translators for specific projects: this will involve reviewing the documents sent from customers and searching our database to select appropriate translators
- Sourcing new suppliers: this will involve contacting potential suppliers to ask if they would be interested in joining our database and managing their assessment process
- Assisting the project management team with formatting, file preparation, translation memory creation etc.
- Aiding the team with administration of certified translations

## Oualifications

• Graduate or post-graduate degree in languages (preferably French, German or Spanish)

Comtec

Your translation partner

Translation and/or interpreting studies included in degree

#### Skills

- Attention to detail
- Excellent IT skills (Word, Excel, PowerPoint)
- Good team player
- Reliable and flexible
- Good communication skills
- Knowledge of translation tools e.g. Trados or MemoQ

#### Duration

- Four months or more
- Full time (9am-5:30pm with one hour for lunch)

### Holiday

20 days pro rata

#### Remuneration

- £350 per month
- Accommodation can be arranged with a host family approximately 10 minutes walk from the office

#### **Selection Process**

- Short test piece
- Telephone interview

If you are interested in applying for this internship, please send an email with cover letter and CV to:

Tanya Bain

tbain@comtectranslations.com

