

Translation Internship

Comtec Translations, Leamington Spa, United Kingdom

At Comtec Translations, we are a happy team of people who are passionate about languages and even more enthusiastic about helping our customers operate internationally.

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

Qualifications

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

Working Hours

- 9.00 to 5.30 with one hour for lunch

Holiday

- 20 days pro rata

Duration

- Four months or more
- Full time

Accommodation

- Accommodation can be arranged approximately 15 minutes walk from the office

Selection Process

- Formatting 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

