
INTERNSHIP in Project Management Department

- Barcelona -

TransPerfect was founded in 1992 with the following mission: to provide the highest quality language services to leading businesses worldwide. With no external financing, the TransPerfect family of companies grew from its humble beginnings as a two-person company operating in an NYU business school dorm room into the world's third largest translation and software localization firm and one of the fastest-growing privately held companies in the United States. With a network of over 5,000 language specialists and more than 2,000 full-time employees in over 70 locations throughout the Americas, Europe, Asia, and Australia, we're continuously ready to meet our clients' needs, around the world and around the clock. We attribute our growth to the skill, aptitude, and commitment of our high caliber employees. Put simply, we hire the most talented candidates and give them the guidance, resources, and opportunities they need to grow their career in an expanding environment.

Position Summary:

Opportunity to work inside the Project Management Department of TransPerfect. Working closely with our Project Coordinators and Project Manager you will be able to learn how to coordinate the lifecycle of the translation project. You will also be involved in some proofreading tasks.

Position responsibilities:

- Coordinating the lifecycle of a job from submission to delivery (timelines including linguists, DTP, QA, review)
- Preparation of files using CAT tools before translation (pre-flight, analysing, TM creation)
- The networking of files following ISO/TPT processes
- Linguistic / Proofreading tasks
- Use of all associated software with PM tasks (MS office suite, Internet skills, file manipulation)
- Running projects, with supervision from the team lead, from start to finish
- Calculating budgets and negotiating with vendors, with supervision from the team lead
- Direct contact with the Sales department with supervision, meeting expectations of the Sales people and clients

Essential skills and experience required:

- Fluency in English, other languages would be an asset
- Excellent problem solving and analytical skills
- Strong interpersonal skills
- Effective time management
- Some linguistic / Translation background
- Good communication skills
- Proactive, can-do attitude

In order to apply please send your CV to: bcncareers@transperfect.com

More information: www.translations.com and www.transperfect.com