

## **Internship offer: Project Coordination Department**

1Global Translators is a translation agency with solid experience and a commitment to offer our clients excellent services in translation, interpretation and other language services.

- The tasks in the **Project Coordination Department** are, for example: preparing quotations, order's acceptations, translation orders, etc. for clients and suppliers, coordinating translations and other projects, delivering translations, choosing appropriate translators and professionals for each project, calling the clients and the translators if there are problems or questions, etc. For this reason **a high level of Spanish is required (spoken and written)**. Finally you will also have to file the messages and manage the orders of the Instituto del Bienestar.

### **Duration and remuneration:**

6-7 months minimum:

- 8 hours per day - € 350
- 6 hours a day - € 250
- 4 hours per day - € 150

8 months or more pay is higher.

We seek responsible and versatile students who can work with us to develop their own skills.

### **Minimum requirements:**

- Spanish language
- Pack Office (user level)
- Convention of practices at the University or the School

If you are interested / a, you can send your CV to the following address:

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

Regards,

Human Resource Department



**1GLOBAL TRANSLATORS**

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