

We are a translation agency located in Barcelona, Spain, which offers translation and interpretation services in all languages. We give you the opportunity to do an internship for a minimum period of ***three months*** in the Web Marketing and Human Resources departments and a minimum period of ***five months*** in the Project Coordination's department.

Task description:

Ø In ****Marketing/Web Marketing**** department the work consists of positioning in Google and other search engines (SEO), Web Design, Graphic Design and advertising campaigns and marketing on social networks (Facebook, Twitter, Tuenti, Linked-in). ******

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Ø In the ***Human Resources*** department you will be responsible for coordinating new employees and interns. For example you will update advertisements on Job Vacancies Websites, contact applicants for internship, and look for new translators. You will also manage the CV's sent in. ***An intermediate level of Spanish is required***.

Ø ***Project Coordination*** tasks will include accepting translation requests from customers, looking for appropriate translators to take on specific jobs, managing delivery dates, and maintaining contact with customers and translators. ***A high level of fluency in Spanish is required.***

The internship is not remunerated, but the company pays for urban travel costs.

We are looking for responsible and multidisciplinary students.

Minimum requirements:

- Spanish and English
- Office Pack (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>>