

Xplanation Language Services is currently looking for a trainee in translation project management in its headquarters in Belgium for a minimum period of 3 months. The traineeship will start in September or October 2011.

**Your profile:**

- You are a student
- Your university/university college is willing to sign a traineeship agreement
- You have an excellent level (spoken and written) of English
- You study languages/translation/communication
- You are familiar with Microsoft Office, as well as with the Internet
- Basic knowledge of CAT and project management tools is a plus
- You are a sociable person and you like to work in a team
- You are motivated, eager to learn, cope well with stress and tight deadlines, and are comfortable working in a multilingual environment

**Your tasks:**

- General translation project management:

taking care of the incoming translation projects from the moment they arrive until they are delivered to the client, including preprocessing of the source files, partner selection, project follow-up, partner and client contact, and final check of translated files.

- Aligning reference material/client feedback
- Updating translation memories and terminology
- Revising translated texts in your mother tongue

**Our offer:**

We offer a varied traineeship in one of our project management teams in a multilingual environment. Our trainees (for a full-time traineeship of at least 3 months) receive 300 EUR/month for accommodation for the first 3 months. If trainees do not receive an Erasmus grant, we offer them 500 EUR/month for the remaining period of the traineeship following a positive evaluation.

To apply for this opportunity, please send your CV with a cover letter to Ms Roemy De Roover (roemy.deroover@xplanation.com).

**Our address:**

Xplanation Language Services nv  
Interleuvenlaan 86  
3001 Leuven (Belgium)

