

We are a translation agency located in Barcelona, Spain, which offers translation and interpretation services in all languages. We give the opportunity to do an internship for a period of three months or more in following departments:

- *Project Coordination*
- *Human Resources*
- *Marketing*

Task description:

- The tasks in the **Project Coordination Department (5 months at least)** are, for example: preparing quotes, request's acceptations, translation requests, etc. for clients and suppliers, coordinating the corresponding 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 archive the messages.
- In the **Human Resources Department (3 months at least)** you will work with organising the employees and the new interns. For example: you will update the database of professionals, you will communicate with candidates for internships, you will also look for new translators, and you will be in charge of the management of communication of CVs we receive. You will also have to work with el Instituto del Bienestar, putting adverts on websites of psychologist schools, using the databases, answering calls, writing emails, etc.
- **Marketing (3 months at least)** tasks will include create quality content to promote Web Blogs on the net (Blogging); promote our websites on the most important social networks (Facebook, Twitter, LinkedIn, Pinterest, Instagram, Blog); analyse statistics in order to make conclusions and carry out improvements (Medium level of knowledge of Office tools is needed); carry out changes on the website using code (HTML); image editing; carry out Marketing campaigns (Promotions, Competitions...); write articles related to el Instituto del Bienestar (published in a blog); look for forums and participation; introduce content on our WebPages (1globaltranslators.com, institutodelbienestar.com, wikifelicidad.org); look for commercial contacts and introduce them into databases; call clients or potential clients, other tasks related to marketing and commercial management.

**The internship is not remunerated, but urban travel costs are paid for by the company.**

We are looking for responsible and multidisciplinary students who can work with us developing their own abilities in each of these departments.

Minimum requirements:

- Spanish or 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)

For further information, please contact the Human Resources Department.

Best wishes,

**The Human Resources Department**

**1Global Translators**

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