



## TRANSLATOR RESOURCES INTERN

REF. NO. 1114

### About us

We are the only international company who specialize in solely legal and financial translations. We are based near Fleet Street in the heart of the legal district. We are currently looking for an intern to work with our translator resources team.

### Number of employees

15

### Tasks

Among other things, the work will involve

- going online to find and contact new linguists
- completing the recruitment of existing applicants
- sending mailshots to ensure we have up-to-date contact details for linguists already on the database
- fast-tracking interpreters and some general database maintenance.
- There will be some general ad hoc office administration to support other departments in the company.

### Skills needed

- good organizational skills
- self-motivation
- good computer skills

### Skills to be acquired

The post is admin-focused but the candidate will gain knowledge of how the recruitment process works in the translation industry and is a good opportunity to improve English language skills in a lively and friendly office

### Duration of the internship

From 3 months

# PRAKTIKUM IN LONDON



## Office languages

English

## Location

London

## Financial support

This is an unpaid internship, However, we do provide expenses of £250 per month.

## Office hours

9am – 5pm, Monday to Friday