



1GLOBAL TRANSLATORS

Traducciones e Interpretaciones

Dear Sir/Madam,

Please take into consideration a traineeship offer for your students to work in our translation company, 1 Global Translators, located in Barcelona, Spain.

Our company offers translation and interpretation services in all languages. We offer the opportunity to do an internship for a period of three months or more in the Project Coordination, Human Resources department, Administration department, Web Marketing department and Translation department.

MARKETING

- **Marketing (minimum 3 months)** internship includes some of these tasks: 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; carry out changes on the website using code (HTML); image editing; carry out Marketing campaigns (Promotions, Competitions...); write articles related to the Instituto del Bienestar (published in a blog); look for forums and participation; introduce content on our WebPages ([1globaltranslators.com](#), [institutodelbienestar.com](#), [wikifelicidad.org](#)); SEO positioning, look for commercial contacts and introduce them into databases; call clients or potential clients, other tasks related to marketing and commercial management.

ADMINISTRATION

- In **Administration (minimum 3 months)** you will work with the person responsible of the Administration Department in different tasks: billing, payment management, collection management, accounting, etc. For example: checking and entering the transactions of our bank accounts, checking and entering the invoices received from providers, entering invoices to clients, preparing sales return, filing the received or created documents and carrying out the collection management. At least a medium-high level of Spanish is required.

HUMAN RESOURCES

- In the **Human Resources Department (minimum 3 months)** you will work with organising the employees, freelance translators 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 the Instituto del Bienestar, putting adverts on websites of psychologist schools, using the databases, answering calls, writing emails, etc. At least a medium high level of Spanish is required.

PROJECT COORDINATION

- The tasks in the **Project Coordination Department (minimum 4-5 months)** 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.

TRANSLATION

- In **Translations (minimum 3 months)** you will make translations, as well as edit and check translations into English, French, German and Italian (translation studies are required). You will have to translate some articles for blogs for our Marketing department as well. The volume of work always depends on the volume of appointments the company has. For this kind of internship, our interns work from home (teleworking). It is also possible a combined internship of Translation and Project Coordination/ Translation & Administration/ Translation & Marketing.

The internship is unpaid, but travel costs between the working place and the accommodation within the city of Barcelona are paid by the company.

We are looking for responsible and multidisciplinary students who can work with us developing their own abilities.

Minimum requirements:

- Spanish and English (high spoken and written level)
- Office Pack (advanced user level)
- Internship Agreement from University/College

If you are interested, you can send us your CV by email to:
humanresources@1globaltranslators.com”

For further information, please contact the Human Resources Department.

Yours faithfully,

HR Department



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Email: humanresources@1globaltranslators.com

Alicante: 961 118 264 | Barcelona: 932 289 258 | Bilbao: 944 155 121 | Cádiz: 955 112 634 | Gijón: 984 036 473 |
Málaga: 951 214 828 | Madrid: 911 280 540 | Marbella: 951 214 828 | Murcia: 671 547 421 | Oviedo: 984 036 473 |
Palma G. Canaria: 661 352 776 | Pamplona: 976 900 28 | San Sebastián: 944 155 121 | Sevilla: 955 112 634 |
Tarragona: 932 289 258 | Toledo: 911 280 240 | Valencia: 961 118 264 | Zaragoza: 976 900 278

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