6 Month Project Management - Foreign Languages Internship

ALFPM2305

PLEASE READ CAREFULLY BEFORE CONTINUING.
ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: All ESPA's services are **free** for students and alumni. The benefits are:

1) Paid Accommodation.
2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is <u>no salary over and above the benefits offered</u>, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

This company provides modern software built on open-standards that unlocks the power of business-critical content. With control that IT demands and simplicity that end users love, this company's open source technology enables global organisations to collaborate more effectively across cloud, mobile, hybrid and on-premise environments. Innovating at the intersection of content, collaboration and business process, this organisation manages over seven billion documents for more than 1,800 customers in 212 countries, supporting 11 million users in their daily work.

Role

This position requires a huge deal of enthusiasm, energy and versatility to proactively support the localisation processes required within the company, for software, marketing, website, legal, and documentation content.

Your main role would be to support the Globalisation Manager in planning, scheduling, monitoring and managing multiple translation projects including managing workflow within the software development and marketing team, liaising with freelancers/vendors and ensuring projects are delivered back in time with the clients. You will communicate any issues or problems and contribute to constant improvement of localisation processes.

Duration

6 months

Location

Maidenhead is a large affluent town and stunning area in the Royal Borough of Windsor and Maidenhead, in Berkshire, England. It lies south of the River Thames (although at Maidenhead the river runs north-south so the town is in fact on its west bank). Maidenhead is 25.7 miles (41.4 km) west of Charing Cross in London (40 min by train to central London).

Languages

Fluent in written and spoken English. Native/fluent in one other language (German, French, Dutch, Japanese or Italian preferable).

Start date

July/August.

Tasks

- Full support to Globalisation Manager.
- Manage communication between internal and external teams (e.g. engineers and freelancers/vendors).
- Administration and coordination of translation/localisation projects.
- Monitoring and tracking of project status, deliveries, invoicing, JIRA tickets, etc.
- Analysis of content provided for translation (e.g. logs verification, deadline checks).
- Outsourcing content for translation and preparing relevant instructions based on best practice and internal processes.
- QA of localised assets upon receipt from freelancers/vendors prior to integration in build environment.
- Support and sanity checking terminology and updating translation memories.

Personal Skills

Essential:
- Studies program in Linguistics/Translation, Language studies, Business Administration or Management.
- Excellent communication skills in English.
- Excellent attention to detail and Quality driven.
- A proactive and problem solving attitude.
- Should be versed in use of the full Microsoft Office suite.

Desirable:
- Experience in using translation/ localisation tools.
- An interest in trying new apps, software development and software tools.
- Honesty, genuine enthusiasm, confidence and a sense of humour would be ideal.

How to apply

STEP 1) Please, register with us at http://www.espauk.com/students/register-with-us

STEP 2) Please, send an email to apply@espauk.com with the reference code ALFPM2305 attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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