

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

- Project Management
- Human Resources
- Marketing
- Digital Marketing
- Administration
- IT
- Translation

Task description:

- The tasks in the Project Management Department (4-5 months at least) 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 clients and 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.
- In the Human Resources Department you will work with selecting and organising employees, freelance translators and interns. For example: you will carry out the selection process of interns, translators and interpreters, update the database of professionals, help in the selection process of other positions, organise the internships, etc.
- Marketing 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; write articles related to the Instituto del Bienestar (published in a blog); look for forums and participation; introduce content on our websites ([1globaltranslators.com](http://1globaltranslators.com), [institutodelbienestar.com](http://institutodelbienestar.com), [wikifelicidad.org](http://wikifelicidad.org), etc.); tasks of email marketing; help in SEO positioning, look for commercial contacts and introduce them into databases; call clients or potential clients, and other tasks related to marketing and commercial management.
- Digital marketing tasks will include SEO positioning (on-page & off-page), carry out changes on the website using code (CSS & HTML); manage our website using CMS (medium level of knowledge of wordpress is needed), keywords position and competitiveness analysis using Google tools as webmaster tools, keyword planner, analytics, etc. (medium level of knowledge of Google tools is needed), competition analysis to improve our own web; email marketing, other tasks related to digital marketing management. Studies in SEO and/or online marketing are required.
- In Administration 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.
- Information Technologies internship includes some of these tasks: administration of databases (mySQL, BASE, Access), PHP programming, administration of Linux Server, carry out changes on the website using code (CSS & HTML); manage our website using CMS, solving technical problems, email marketing, etc. Studies in Programming, Computers, Databases or similar are required.
- In Translations you will make translations, as well as edit and check translations into English, French, German and Italian (translation studies are required). It is also possible a combined internship of Translation and Project Coordination.

The internship is not remunerated, but travel costs are paid for by the company within the city of Barcelona. We are looking for responsible and multidisciplinary students who can work with us developing their own abilities.

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)

1Global Translators is a small company made up of the Managing Director, the Managers of the Production, Marketing y Administration/Logistics departments, 170-190 translators and 10-18 trainees. We have several offices in Spain to receive our clients, but all the Project Management, Marketing and Human Resources work is carried out in the Barcelona office.

For further information, please contact the Human Resources Department.

Best regards,

Simone Melia

HR Department

[www.1globaltranslators.com](http://www.1globaltranslators.com)

TRANSLATIONS AND INTERPRETERS

1GLOBAL TRANSLATORS

Email: [humanresources@1globaltranslators.com](mailto: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