

## WE ARE HIRING NEW INTERNS.

**TRANSLIT has new open internship positions for students enrolled in Bachelor's and Master's degree courses.**

### OUR COMPANY:

**Outline of Organisation** - TRANSLIT is a Complete Language Solutions provider specialised translation, interpreting, localisation, voiceover and document legalisation.

**Placement Specification** - We are based in Cork and Limerick, Ireland.

**Candidate Specification** - Office Administrator (Customer Service, Translation, Project Management)

An Intern will gain practical experience in office administration, handling customers queries and phone calls, handling urgent tasks, managing orders, coordinating a team of translators and interpreters, project management, translating and proofreading texts, interpreting, basic bookkeeping, records keeping, reporting, working with language memory systems, localising websites, and various Internet related tasks: posting articles, renewing links, updating content online, ad publishing etc.

This can be applied for future jobs such as office administration, localisation, project management and others not limited to the language sector and to the field of translation and interpreting. The Intern will gain professional experience in staff management and direct sales, improve communication skills, presentation, reporting etc.

We will provide the following training: using office equipment and software, communication guidelines when dealing with customers, writing business letters and emails.

### Terms & Conditions of Placement (dates, duration, payment)

This is an unpaid internship. The payment is assumed by educational institution, scholarship fund or an Intern themselves. The company may decide at its own discretion to pay the Intern some bonuses relating to their performance and achievements in a form of pocket expenses (e.g. public transport and lunches). Accommodation will not be provided, but the company can assist in arranging it. The Intern will have to have reasonable finances for a stay in Ireland during the Internship period.

### Qualifications Details

Leaving certificate or equivalent. Must be fluent in English. Second language is an advantage.

### Contract Type

Duration: 3, 4, 5, 6, 9 or 12 months

Type: Full Time

Days per week: 5 (Monday - Friday)

Office working hours: 09:00 - 17:00

--

Kind regards,  
Customer Service Team

## TRANSLIT - Complete Language Solutions

e: [info@translit.com](mailto:info@translit.com)

w: [www.translit.ie](http://www.translit.ie)



[rsi.translit.com](http://rsi.translit.com)

t: +353 1 4595158