



For more than 25 years, TransPerfect has provided comprehensive language and technology solutions to help our clients communicate and conduct business more effectively in a global marketplace. Equipped with a quality management system certified to both the ISO 9001:2015 and ISO 17100:2015 standards, TransPerfect provides a full array of language and business support services, including translation, interpretation, multicultural marketing, website globalization, subtitling, voiceovers, staffing services, e-learning and training, and legal support services. TransPerfect also offers a suite of next-generation technologies that significantly reduce costs and improve consistency throughout the translation process, making TransPerfect the vendor of choice for the world's leading multinationals.

With annual revenues of over \$615 million, TransPerfect is the world's largest provider of language services and technology solutions. From offices in more than 90 cities on six continents, TransPerfect offers a full range of services in 170+ languages to clients worldwide. With an unparalleled commitment to quality and client service, TransPerfect is fully ISO 9001 and ISO 17100 certified. TransPerfect has global headquarters in New York, with regional headquarters in London and Hong Kong.

## Internship in Account Management

### Position Summary:

The selected candidate would be working for the digital division of Transperfect – Translations.com. Our team focuses on website, online stores, and e-learning localization, global marketing and multimedia services and offering our clients our online localization technology such as GLOBalLink that allows for more automated translation process. The intern would be assisting with various tasks associated with management of accounts for big brands from various industries. It is a great opportunity to learn about strategic account management from senior AMs and be exposed to latest development in the localization technology as well as varied services offered by Translations.com

### Position responsibilities:

- Work alongside Client Services Team managing different type of accounts (Website, online stores, E-Learning)
- Provide support related to account management
- Perform administrative, back office related tasks
- Shadow the team on the calls with clients, internal teams, etc.
- Participate in preparing offers for the clients
- Assist with billing process and related tasks

### Essential skills and experience required:

- Be able to sign an internship agreement with your University
- Experience with or knowledge of LSPs, the Localization industry and Project Management would be a great benefit
- Digital marketing and analytics knowledge is also a plus
- Excellent written and verbal English communication skills are required, and knowledge of Spanish and Italian is highly desirable
- Excellent problem solving and analytical skills
- Strong interpersonal and communication skills
- Effective time management
- Proactive, can-do attitude

In order to apply, please go to our website: <http://transperfect.com/about/careers.html>

By applying I confirm I have read and accept TransPerfect's Privacy Policy: <https://www.transperfect.com/about/data-privacy-recruiting>