



words in translation

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## Internship at Words in Translation

### **About Words in Translation**

Words in Translation is a boutique translation and transcreation agency specialised in marketing and creative translations, multi-lingual copywriting and other localisation services. At WIT we take pride in tailoring our services to each client, which makes for a dynamic and diverse work environment.

### **The role**

This is a **4- to 8-month internship** depending on your availability.  
This position can be part-time or full-time.

The position can be **remote** or **in person**.

This internship is an ideal position for any students and recent graduates keen to build a successful career in the marketing and localisation industry.

### **What you'll be part of**

Shadow the Project Manager, Account Managers & Account Director and learn about best practices for translation and localisation projects, as well as focusing on **business development, prospecting and social media**. You will also be trained in our processes and admin tasks from accounting to translator database filing.

As the role develops, so will your responsibilities and knowledge, which will present the opportunity to manage and take ownership of your own projects.

### **Are you the ideal intern?**

The ideal candidate for this position is a student or recent graduate in translation or modern languages looking to gain translation and project management experience in the marketing and localisation industry by learning from an experienced mentor in an ISO-certified agency.

### The desired skills, personality and experience are:

- > Educated to university degree level
- > **Passionate about languages**
- > **Excellent command of English**
- > Meticulous with **strong attention to detail**
- > **Marketing savvy**: an interest for marketing and social media
- > A strong communicator, both written and verbal
- > Any prior work experience is a plus, especially in the marketing and/or translation industry

### What are the perks?

- > Join a certified **London-based** (Kensal Rise NW10) translation and localisation agency working with top-end clients and advertising agencies.
- > Work and develop your skills
- > Develop great industry knowledge and contacts from within the translation and marketing sectors.
- > **500€ monthly reimbursement for a full-time**

If you think you tick these boxes, drop us an email at [recruitment@wordsintranslation.com](mailto:recruitment@wordsintranslation.com)

## Job specs

### Daily tasks

- **Project Management – under supervision**
  - Project management
    - Time management: provide heads-up/check translator availability, keep track of progress throughout the translation process
    - Help brief the team and ask/answer translator questions via email and Slack
    - Review and finalise translations with support from Account Manager – file and notes ready for client
  - Use of translation software\* (CAT tools)
    - Help prepare projects in Phrase / Smartcat
    - Manage terminology and translation memories
    - Help create and manage glossaries for regular clients

*\* You will receive training in the individual CAT tool, but some knowledge of translation software would certainly be useful.*

- **Translation**
  - Review/edit simple translations (in your native language)
  - Translate simple, short translations (a few sentences max.) *(only if you have a translation degree)*
  - English back translation of short texts *(only if you have a translation degree)*
- **Recruitment**
  - Search for potential profiles
  - Test and recruit freelancers (translators, community managers, copywriters)
  - Maintain freelancer database: CVs, rate cards, references
  - Ensure ISO standards are met admin-wise
- **Marketing/new business**
  - Help with marketing and business development
  - Identify potential clients
  - Support with website updates
- **Social media management**
  - In-house WIT social media (if of interest to you)
    - Help produce social media content to increase engagement: find or make appealing visuals, produce WITty captions
    - Help manage social media accounts (LinkedIn, Twitter, Instagram, Facebook)
    - Help produce blog content (research and writing, with support from Account Manager)
    - Boost followers through community management