

We are seeking a Project Management Intern with fluent English and German language skills for a fixed-term position in our busy translation company in Nottingham, UK. The role is ideally suited to current students at EU universities needing to spend time abroad in the UK (ERASMUS).

We offer you:

- A fixed-term contract of between four and twelve months depending on your requirements
- Flexibility to fit your work around your study commitments
- An international and dynamic environment
- The opportunity to work in different departments (project management, translation services, sales and marketing, resource management)

You will fulfil the following essential requirements:

- Excellent English and German (ideally native-speaker level in German)
- Strong MS Word and Excel skills
- Background in languages, business or project management
- Interest in the translation industry
- A team player with problem-solving skills
- Commercial awareness
- Attention to detail
- Competent numeracy skills and the ability to acquire new IT skills quickly

You will also ideally have one or more of the following:

- Experience in a translations environment
- Knowledge of an additional foreign language

The position entails the following main responsibilities:

- Helping project managers to set up and place client jobs
- Archiving completed projects
- Drawing up purchase orders
- Preparing and processing source and translation files
- Creating and updating internal translation memories (TMs)
- Monitoring supplier availability
- Assisting with data analysis
- Updating client-specific reference material
- Checking project progress, costs and profit margins
- Supporting colleagues with other projects on an ad hoc basis

As you gain more experience, you will also have the opportunity to:

- Manage small jobs independently
- Handle private clients and their enquiries
- Carry out short translations on an ad hoc basis

The cost of accommodation and a monthly travel card will be covered, and we can also offer assistance in finding suitable accommodation. To apply, please send a CV and covering letter to [jobs@astls.co.uk](mailto:jobs@astls.co.uk).

Start date: 15 June 2020, or by arrangement