

TRANSLATION

EMPLOYER INFORMATION	
Legal name (in national language):	1 Global JPPI S.L
Name in English:	1 Global JPPI S.L
Address:	Gran Via de les Corts Catalanes 392, 5 ^o 2 ^a , Barcelona 08015
City:	Barcelona
Country:	Spain
Website:	www.1globaltranslators.com
Number of employees:	4
Phone:	+34 932 28 92 58
Email:	humanresources@1globaltranslators.com
PLACEMENT INFORMATION & CONDITIONS	
Study level:	BA or MA
Internship description:	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Billing, payment management, collection management, accounting... • Manage the finances of the company • Check and record invoices (for clients and suppliers) • Verify and record bank transactions • Manage calls and emails • Logistical management <p>HUMAN RESOURCES</p> <ul style="list-style-type: none"> • Organizing the employees, freelance translators and the new interns • Update the database of professionals • Communicate with candidates for internships • Look for new translators • Be in charge of the management of communication of CVs we receive • At least a medium/ high level of Spanish is required <p>PROJECT COORDINATION</p>

	<ul style="list-style-type: none"> • Coordination of translations and interpretations • Contact with clients and translators • Preparation of quotations • Project assignments • Translation, interpreting and proofreading orders/acceptances for our clients and suppliers • Delivery of translations • Call and email management
Required language:	Spanish
Oral and written language skills	Advanced
IT skills:	Word Excel
Other required skills:	/
Number of trainees (per period):	1
Duration in months:	3
Working hours / Weekly hours:	4
PLACEMENT INFORMATION & APPLICATION	
Application procedure / Form	/
Required documents:	CV
Type of offer:	One-Time Offer (deadline /)
Additional Information	/

EMPLOYER INFORMATION

Legal name (in national language):	KoPlac
Name in English:	KoPlac
Address:	Příkop 27/2a, 602 00 Brno, Czech Republic
City:	Brno
Country:	Czech Republic
Website:	www.koplac.cz
Number of employees:	Under 250 employees
Phone:	+420 739 027 166
Email:	erasmus@koplac.cz

PLACEMENT INFORMATION & CONDITIONS

Study level:	BA or MA
Internship description:	Translator and Marketing Assistant for Polish native speakers *Translate web-page content from English to Polish *Create tourists-related content on platform outdooractive.com *Analyzing Polish Tourism Industry and Market to implement innovations *Building sales and marketing strategies for the company's products for the Polish market *Design and implement targeted marketing strategies *First touch with customers (B2B), getting feedback, practicing skills in sales
Required language:	English
Oral and written language skills	Advanced
IT skills:	Word Excel PowerPoint
Number of trainees (per period):	5
Duration in months:	At least 2 months
Working hours / Weekly hours:	40

PLACEMENT INFORMATION & APPLICATION

Application procedure / Form	https://forms.gle/JUBeuKxuhCzhCLNw7
Required documents:	CV
Type of offer:	Open-Ended