

We are a translation agency situated in Barcelona, Spain, which offers translation and interpretation services in all languages. We give you the opportunity to do an internship for a period of three months or more in following departments:

- *Project Coordination*
- *Human Resources*
- *Web Marketing*

Task description:

- **Project Coordination (5 months at least)** tasks will include accepting translation requests from customers, looking for appropriate translators to take on specific jobs, managing delivery dates, and maintaining contact with customers and translators. A high level of fluency in Spanish is required.
- En **Recursos Humanos (a partir de Julio 2014)** trabajarás con la Coordinación de los empleados y practicantes nuevos, por ejemplo: harás actualizaciones de las bolsas de trabajo en Internet, te comunicarás con los candidatos para prácticas, y también buscarás nuevos traductores y te encargarás de la gestión y de la comunicación de CVs recibidos. También el practicante tendrá que trabajar con el Instituto del Bienestar, es decir poner anuncios en páginas de colegios de psicólogos, utilizar las bases de datos, contestar a las llamadas, escribir correos electrónicos...
- **Web Marketing (starting from October 2014)** tasks will include create quality content to promote web blogs on the net. (Blogging) medium high level of Spanish. Promote the website on major social networks (Facebook, Twitter, LinkedIn, Pinterest, Instagram, Blog - knowledge through social networks. Analyze statistical data to draw conclusions and make improvements (Medium level knowledge Tools Office). Make changes to the web at the code level. (HTML). Image processing. Conducting marketing copywriters (Promotions, Contests ...).

The internship is not remunerated, but urban travel costs are paid for by the company.

We are looking for responsible and multidisciplinary students who can work with us developing his own abilities in each of these departments.

Minimum requirements:

- Spanish + English or any other language
- Office Pack (user level)
- Internship Agreement from University/College

If you are interested, you can send us your CV by email to: [humanresources@1globaltranslators.com](mailto:humanresources@1globaltranslators.com)

For further information, please contact the Human Resources Department

Best wishes,

The Human Resources Department  
**1Global Translators**  
Gran Vía de les Corts Catalanes 392, 5º 2ª  
08015 Barcelona (España)  
Tel.: +34 93.228.92.58