

## TRANSLATION PROJECT MANAGEMENT INTERNSHIP

### OVERVIEW

**ROLE:** Intern

**RESPONSIBLE TO:** Senior Client Liaison Executive (Translation and Production)

**SUMMARY:** To assist and support the work of IoL Language Services Ltd's Translation and Production Team

IoL Language Services Ltd (LSL) is currently offering a unique opportunity for a post-graduate translation or linguistics student to gain first-hand training and practical experience within the Translation and Production Department of a successful language organisation. Applicants with a degree in Modern Languages (minimum 2:1) will also be considered. The intern role offers project management responsibilities, combined with in-house translation and proof-reading activities whenever possible, and the successful applicant will participate in a wide range of activities undertaken within a professional language environment (please see below for details) with opportunities to become familiarised with the various tools, processes and procedures in use by the Translation and Production Departments of LSL. LSL prides itself on an inclusive and culturally diverse environment and will endeavour to create a supportive and rewarding experience for the intern.

The ideal candidate will have excellent interpersonal communication skills, will show knowledge of the translation field and will be aware of the financial and marketing implications of their actions. Computer literacy and a reasonable degree of the personal requirements associated with project management, such as problem solving, the ability to prioritise tasks, meet deadlines, work unsupervised, accuracy, an eye for detail, numeracy, literacy, initiative, efficiency, integrity and discretion, are essential, as is proficiency in both written and spoken English.

**The internship is open for a minimum period of 3 months, available from the beginning of January, April, July, and October each year. Please note that start dates may vary. The role is unpaid, but travel expenses within the London area will be covered. The internship is offered on a full-time basis (9am-5pm, Monday to Friday), based at our offices in London. Please note that you are not entitled to any days off during the internship.**

(Cont.)

## HOW TO APPLY

Please send your CV and a covering letter specifying your preferred starting date(s) and contact details of 2 referees to the Director of LSL, Translation Internship, IoL Language Services Ltd, Saxon House, 48 Southwark Street, London, SE1 1UN. Applications should be received at least 4 weeks before the relevant starting date. Please note that, due to the high number of applications, only successful candidates will be contacted prior to the chosen start date.

## LEARNING OBJECTIVES (may be subject to change)

1. General office administration, including responding to enquiries (by phone, email, post, or in person) concerning translation and linguistic assessments on a contract basis and maintaining data on such enquiries
2. Development of client-facing skills by involvement in meetings with prospective and current clients
3. Preparation and editing of contract material. Familiarisation with the procedures for the commissioning process including project management, budgets, proposals, quotes, invoicing, cost controls
4. The appointment and negotiation with professional linguists in many languages, including checkers, translators, proof-readers and interpreters
5. Enhancing computer skills, including directory structures, email management, spreadsheets, word processing, database applications. Insight into translation memory software
6. Understanding the importance of procedures and processes in the context of Quality Assurance objectives and requirements
7. Insight into the activities of other departments within LSL and the Institute
8. Wide exposure to languages over and above those studied as a means of developing visual familiarity with alphabets and diacritics
9. Development of team-centric operational principles