



**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 12-month internship.

This internship is the perfect entry-level 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 Account Manager and learn about best practices for translation and localisation projects in terms of planning, managing, budgeting and meeting client expectations as well as industry standards. 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 looking to gain 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 a university degree level
- > Passionate about languages
- > Meticulous with strong attention to detail
- > A strong communicator, both written and verbal
- > Fluency in a second language other than English
- > Looking to join a company and develop your career within and alongside the business
- > Comfortable working in a dynamic, open and collaborative office environment
- > 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) translation and localisation agency working with top-end clients and advertising agencies.

Work and develop your skills in a creative and stimulating environment.

Be a part of a growing business and have the chance to impact on its future growth.

Develop great industry knowledge and contacts from within the marketing sector.

Expenses covered: Travel card (zones 1-2) & £200 monthly reimbursement.

## Job specs

- **Project Management – under supervision**
  - Prepare brief for translators
    - Use of specific template depending on the type of translation
    - Put together project background, target audience, highlight important elements of the translation
  - Project management
    - Select the right team depending on their experience
    - Time management: provide heads-up/check translator's availability, keep track of progress throughout the translation process
    - Costings with help of manager
  - Translation process management
    - Brief the team
    - Review the translation
    - Brief the editor
    - Review edits
    - Finalise translation – file and notes ready for client
  - Translation process management
    - Processing and filing translator's invoices
  
- **Marketing/New Business**
  - Help with business development
  - Help produce social media content (research and writing)
  - Help produce content about 'transcreation' (research and writing)
  - Observe competition
  
- **Translation**
  - Review/edit simple translations (*only if you have a translation degree*)
  - Help with clients' language/linguistic queries
  - 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 profiles
  - Approach translators
  - Test and recruit translators
  
- **Online database platform**
  - Assist with set-up of online database system – to be confirmed
  - Log translator's information/details