# tptTransPerfect was founded in 1992 with the following mission: to provide the highest quality language services to leading businesses worldwide. With no external financing, the TransPerfect family of companies grew from its humble beginnings as a two-person company operating in an NYU business school dorm room into the world’s third-largest translation and software localization firm and one of the fastest-growing privately held companies in the United States. With a network of over 5,000 language specialists and over 2,500 full-time employees in over 80 locations across 6 continents, we’re continuously ready to meet our clients’ needs, around the clock and around the world.

We attribute our growth to the skill, aptitude, and commitment of our high caliber employees. Put simply, we hire the most talented candidates and give them the guidance, resources, and opportunities they need to grow their career in an expanding environment.

**Internship in Translation Project Management**

 **- Barcelona / Amsterdam / Utrecht / London -**

**Summary:**

The intern will form part of our Translation Project Management team. The candidate will primarily be responsible for carrying out translation projects in accordance to the standards of our company. Some translation tasks will also be included in the role.

**Position responsibilities:**

* Work on translation projects from the beginning to the end
* Look for corresponding linguists in the data base
* Negotiate with freelance translators and proofreaders
* Prepare job folders and files for translation
* Issue POs for linguists
* Ensure deadlines are met with the linguists according to projects
* Carry out linguistic final eyes to ensure the final product meets clients’ needs
* Small translation tasks

**Essential skills and experience required:**

* Be able to sign an internship agreement with the University you are enrolled in
* Excellent written and verbal English communication skills, other languages would be an asset
* Excellent problem solving and analytical skills
* Strong interpersonal skills
* Effective time management
* Some linguistic / Translation background
* Good communication skills
* Proactive, can-do attitude

In order to apply, please send your CV to the following email address:

- Barcelona or London: bcncareers@transperfect.com

- the Netherlands: nlcareers@transperfect.com

-Prague: pragcareers@transperfect.com