



Originally established in 1997 as a translation agency for the European Parliament, Overtaal has grown over the years to become a full-service language and communication firm. Whatever your needs – precise translations, tailored language training courses, incisive texts – we are at your service. We meet deadlines and ensure quality at all levels.

You will come to know us as a reliable partner, from submission of the original order right through to delivery of the final product. Our trainers, revisers and translators are enthusiastic language professionals who combine a passion for language with a result-oriented approach. Our clients include government institutions and multinationals, as well as a wide range of smaller enterprises. We prioritize and invest in the development of long-term relationships with our clients. Maximizing results in consultation with the client is what we are all about.

Internship in Translation Project Management - Utrecht -

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 with the standards of our company. Some translation tasks will also be included in the role and there is the possibility of full-time employment after the completion of their internship.

Position responsibilities:

- Work on translation projects from the beginning to the end
- Look for corresponding linguists in the database
- Negotiate with freelance translators and proofreaders
- Prepare job folders and files for translation
- Issue purchase orders to linguists
- Ensure the linguists meet project deadlines
- 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: nlcareers@transperfect.com

More information: www.overtaal.nl