



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 Vendor Management - Utrecht -

### Summary:

The intern will form part of our Vendor Management department (Language Resource Planning) and will support and assist the team in our Utrecht office. This department is responsible for all vendor management and qualification tasks. The intern will be able to learn and develop different skills through a valuable experience in a multicultural and dynamic environment and have the opportunity to see how a translation company works. We always value talent and professionalism and may be offering career opportunities afterwards.

### Position responsibilities:

- Search for new vendors (translators, proofreaders, DTP specialists, transcriptions, etc.): posting jobs, contacts, CV management, etc.
- Evaluation process: vendor selection process, test management and vendors' performance follow-up.
- Set up new vendors in the accounting system: forms & contract management, adding vendors to our company's databases, updating DBs.
- Rate negotiation
- Compile and manage documents for dossiers
- Ensure deadlines for submission of dossiers are met
- Actively monitor different tender sites

### Essential skills and experience required:

- Be able to sign an internship agreement with the University you are enrolled in
- Fluency in English, other languages would be an asset
- Strong interpersonal skills
- Some linguistic / translation background is a plus
- Good communication skills
- Proactive, can-do attitude
- Good knowledge of MS Office

In order to apply, please email: [nlcareers@transperfect.com](mailto:nlcareers@transperfect.com)