Desktop Publishing Internships

Main duties:

- General DTP projects
- Pre and post project preparation
- Research into translating directly in Flash
- Assist with website/newsletters using Dreamweaver
- Keeping the Twitter account up-to-date
- Assist in the recruitment of DTP specialists (to outsource to)

General office duties:

- Filing and retrieving information and documents
- Gathering information by telephone, letter or in person
- Photocopying documents
- Dealing with incoming and outgoing post

Person Specifications:

- Educated to degree level or currently studying for a degree in a relevant IT field
- Experience with software solutions such as Microsoft Office, Excel and Word as well as DTP packages such as InDesign and Quark.
- Ability to work unsupervised
- Enthusiastic and self motivated
- Excellent attention to detail
- Well organised

Desirable:

- A second language would be an advantage.
- Knowledge of DTP packages in the context of right to left languages
- Experience with Flash, Visual Basic and Dreamweaver

What skills/knowledge could I gain/improve?

- General office administration skills
- Communication skills
- Organisation and prioritisation skills
- Time management and working to deadlines
- Dealing with DTP in the context of translation