

## **Vendor Management Internships**

Main duties:

- Checking CVs
- Corresponding with applicants
- Arranging test translations
- Recording results
- Updating current supplier information
- Filing application documents
- Writing blog articles for Wolfestone Website

General office duties:

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

Person Specifications:

- Ability to make independent decisions based on standard criteria
- Good organisational and interpersonal skills
- Knowledgeable with Microsoft Office and other relevant programmes

Desirable:

- A degree in foreign languages or translation or currently studying towards one
- Experience in translation (i.e. University course module)

What skills/knowledge could I gain/improve?

- General office administrations skills
- Analytical skills
- Communication skills
- Time management and prioritisation skills
- Increased knowledge of translation industry and what is expected of freelance translators