Auslandspraktikum
Praktikumsplatz-Angebot
für den Bereich Übersetzung

Land, Ort: Großbritannien, London
Einrichtung: GlobaLexicon
Ansprechpartner: Frau Natalia Balbi
Telefon: +44 (0)20 3137 7073
Email: placement@globalexicon.com
Webseite: www.globalexicon.com/
Start / Dauer: mehrmals pro Jahr / mind. 4 Monate
Bezahlung: 10 Pounds pro Arbeitstag

Beschreibung: Fulltime placement for students whose mothertongue is German.

We are pleased to offer a work placement experience that university students and graduates will find to be extremely useful. This is a great opportunity to gain beneficial experiences from a professional environment in the translation industry.

GlobaLexicon Ltd. is able to offer placements to students and graduates from both the UK and overseas, all with an interest in learning about and choosing a career path in the translation and language industry. Candidates are offered full training and integration into the company for a minimum of 4 months. Typically the candidates will be expected to work 5
Why does GlobaLexicon operate a placement programme?
- Training of future translators, proof readers and project managers
- Provide realistic expectations of what translators and language service companies actually do
- Strengthening the market of freelance translators
- Recruitment and networking opportunities
- Two way learning - because we learn a lot from our placements too!
- To improve the training and employability of graduates and postgraduates
- To strengthen links between GlobaLexicon and graduate/postgraduate programmes

What are the aims of the placement programme?
- To introduce candidates to a real-life language services company environment
- To make candidates aware of the culture and structure of a language services environment and the necessary skills associated with it
- To observe and participate in translation projects and activities appropriate to their competence, building on and extending their translation and language related skills
- To apply skills in the working environment, under pressure and according to deadlines - independently and part of a team

What is the duration of the placement?
A minimum of four months, on a full time basis. Please note that because we offer full and detailed training, we cannot offer part time placements or placements for less than four months.

What's in it for students?
- Mentoring/training ? named reporting lines and regular formal and informal meetings
- An excellent first step in your career. Placements give you better job prospects and the opportunity to apply your new knowledge and skills in a commercial environment
- Build experience in business practices, handling clients, dealing with problems, negotiating deadlines, estimating jobs, managing budgets, working with CAT tools such as Trados
- A potential job offer at GlobaLexicon for top performers

Payment
We provide a daily allowance of 10 Pounds (for each day worked in the office) to contribute towards lunch and travel costs; otherwise the placement is unpaid.

Range of work experience you will receive
- Translation - limited amount depending on commercial experience
- Proofreading - Depending on the students’ native language, the student can be expected to proofread for basic grammar, spelling and formatting
- IT skills - network management, MS Office, translation management software such as Trados, accounting software if appropriate
- Project Management - understanding client requirements and the project management process
- Working relationships - development of trust and working relationships between colleagues
- Internet search/glossaries and online dictionaries for terminology
- Admin tasks such as invoicing, purchase orders, contracts, payments, expense management, post, filing, archives, and maintaining records and databases.

Anforderungen:
What we expect from candidates
- To conduct themselves professionally, with staff and clients
- To undertake work to a satisfactory standard to the best of their ability
- To maintain a good standard of dress and appearance
- To arrive punctually for work and meetings
- To act within the terms and conditions of our contract

To apply, please send your CV and covering letter to Natalia Balbi at placement@globalexicon.com

Stipendium: Mögliche Förderung über ERASMUS-Stipendien für Auslandspraktika.