
BUSINESS INTERNSHIP OPPORTUNITY IN SPAIN

About us:

We are McFelder Translations, a quality accredited translation agency based in Girona, Northern Spain. We specialise in translation of technical, scientific, and business documentation. Our clients include multinational companies operating in sectors such as Engineering, Biotechnology, Pharmaceuticals, Marketing, Chemicals and Manufacturing.

Here at McFelder Translations we offer internship opportunities for undergraduates who would like to gain experience working in a communications and translations agency. You would be working alongside Account and Project Managers, obtain first class training and gain important general business, procurement, business development, account and project management experience. This will give you a clear insight into all aspects of the business world.

There is a young team of multinational project managers and interns working at McFelder Knowledge of Spanish language would be an advantage but not essential for this role. This internship is also relevant to any student wishing to acquire general business experience not necessarily related to languages.

About you:

Ideally, you would be a self-motivated, enthusiastic individual who would be able to assist with the effective co-ordination of complex multilingual projects, liaison with clients and freelance translators, and work with the McFelder software systems. Create a database of existing and possible clients and assist in establishing stronger relationships with the same. You would help both Account Manager and Project Managers in their day-to-day tasks using different CAT tools and CRM software.

You are also:

- Undergraduate student
- Able to dedicate 6-12 months to the internship
- Fluent in English
- Have some knowledge of Spanish language but not essential
- IT proficient
- Well organised and can work as part of a team
- May have German and/or French language skills

We provide full training for CRM software and Plunet management system.

This internship is paid 430€ monthly and ERASMUS funding should be secured through your university. We can assist you with accommodation search here in beautiful Girona.

We hope to include you in our team latest March **2023**.

Please apply on our website with you CV and a short motivational letter:

[Join us Internships - McFelder Translations](#)