**From:** Human Resources - 1 Global Translators [mailto:humanresources@1globaltranslators.com]
**Sent:** Monday, July 06, 2015 2:36 PM
**To:** iro@upatras.gr
**Cc:** rectorate@upatras.gr
**Subject:** internship offer

Dear Sir/Madam,

We have contacted with you few weeks ago with internship offers in our company. However we have updated one of our offers (project coordination) and we would like to ask if you could update it in your system as well and announce to students again.

1Global Translators is a translation agency with solid experience and a commitment to offer our clients excellent services in translation, interpretation and other language services. The company is located en Barcelona, Spain. Currently we are looking new team members for internship in Project coordination department. The following are the tasks for the interns:

  The tasks in the**Project Coordination Department**are, for example: preparing quotations, order's acceptations, translation orders, etc. for clients and suppliers, coordinating translations and other projects, delivering translations, choosing appropriate translators and professionals for each project, calling the clients and the translators if there are problems or questions, etc. For this reason **a high level of Spanish is required (spoken and written)**. Finally you will also have to file the messages and manage the orders of the Instituto del Bienestar.

Duration and remuneration:

6-7 months minimum:

-       8 hours per day - € 350

-       6 hours a day - € 250

-       4 hours per day - € 150

8 months or more pay is higher.

We seek responsible and versatile students who can work with us to develop their own skills.

Minimum requirements:

-       Spanish language

-       Pack Office (user level)

-       Convention of practices at the University or the School

If you are interested / a, you can send your CV to the following address:

humanresources@1globaltranslators.com

Regards,

Human Resource Department

[**1GLOBAL TRANSLATORS**](http://www.1globaltranslators.com/)

Email: humanresources@1globaltranslators.com

Alicante: 961 118 264 | Barcelona: 932 289 258 | Bilbao: 944 155 121 | Cadiz: 955 112 634 | Gijón: 984 036 473 | Málaga: 951 214 828 | Madrid: 911 280 540 | Marbella: 951 214 828 | Murcia: 671 547 421 | Oviedo: 984 036 473 | G. Canaria Palma: 661 352 776 | Pamplona: 976 900 28 | San Sebastian: 944 155 121 | Sevilla: 955 112 634 | Tarragona: 932 289 258 | Toledo: 911 280 240 | Valencia: 961 118 264 | Zaragoza: 976 900 278

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