

Company information

Company name: Wonder Words Pty Ltd.
City: Cape Town, South Africa
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Website: www.wonder-words.com

About Wonder Words: Wonder Words is a language services agency. Our services include translations, localisation, transcriptions, content creation and voice-over. Wonder Words is the link between clients worldwide, mainly in the English, German and French speaking markets, and a pool of global freelancers.

Internship information: Project Management and translations

- Assist project managers with their daily tasks
 - Compose quotes
 - Find suitable freelancers for assignments
 - Coordinate assignments and ensure deadlines are met
 - Communicate with clients and freelancers
 - Invoicing
- Manage smaller assignments independently
- Internal quality control of assignments before documents are sent to client (checking of translations, transcriptions and texts)
- Manage and expand freelancer database
 - Find new, suitable freelancers for all service offerings
 - Test freelancers who apply
 - Update freelancer database
- Business development (online)
 - Assist project managers with online business development
- Translating documents into German

Candidate requirements:

- Must be fluent in English and German (written and spoken)
- Proficiency in other European languages would be highly beneficial
- Motivated and eager to learn
- Good business etiquette

Start date: flexible

Duration: 3 – 6 months

Remuneration: Pocket money