

Erasmus Student Traineeship in Spain

EMPLOYER INFORMATION		
Name of organisation	LinguaTrans Servicios Lingüísticos SLU	
Address inc post code	Gran Vía 67, oficina 2 – 26002 – Logroño, España	
Telephone	+34 941 89 11 00	
Fax		
E-mail	alberto@linguatrans.com	
Website	www.linguatrans.com	
Number of employees	4	
Short description of thecompany	LinguaTrans is a Spain-based translation agency. We provide different kinds of language-related services such as translation, interpretation, proofreading, etc. We have a young, positive and dynamic atmosphere in the office, which is located at the center of Logroño, a medium-sized lively town.	
CONTACT DETAILS		
Contact person for this placement	Alberto Ruiz	
Department and designation, job title	GM	
Direct telephone number	+34 696919709	
E-mail address	alberto@linguatrans.com	
APPLICATION PROCEDURE		
Who to apply to (including contact details)	Alberto Ruiz – alberto@linguatrans.com	
Deadline for applications	No specific deadline. We are open to applications at anytime.	
Application process	Communication via email. CV + interview via skype, possibly short test	
Please provide as much info	ormation on the placement as possible – too much	
information is better than not enough!		
PLACEMENT INFORMA	TION	
Department, Function	Translator/proofreader/project manager	
Location	At our office in Logroño	
Start Date	Ongoing vacations.	
	Currently:	
	A French-speaking student from 1st September	
	A Spanish student from 18 July	
	An English-speaking student ASAP	
	A German-speaking student ASAP	
	A Portuguese-speaking student ASAP An Italian-speaking student ASAP	
Duration	Typically 3 months but 2-9 months acceptable	
Working hours per week	Typically 20 hours p/w, but 20-40 hours acceptable	
Description of activities,tasks	Translation, proofreading, project management and other relevant	
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	tasks. The profile requested is Translation and other linguistic studies
Accommodation	We can help the student find a shared flat near the office
Details of financial and "in	At the end of the work placement, we pay an annual membership for
kind" support to be provided	proz.com, in order to facillitate the student's incorporation to the
	translation market.
Other	Very relevant training is provided: Trados Studio 2014, other useful
	software, project management, productivity for translators, etc.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of	Good command in Spanish, especially reading in order to understand
competence required	well the original texts.
Computer skills and level of	Standard computer skills required, advanced skills is a plus
skills required	
Drivers license	NO
Other	