

Internship in Scotland, UK



We are a fast-growing translation company operating on a global scale.

We are currently looking for new trainees to join a number of departments within our head office in Stirling (UK). We offer internships all year round and we work on a first come, first serve basis.

What are we looking for?

- High level of communication skills and good phone manner
- Knowledge of Microsoft programs
- University Student or Graduate Consistent and able to work individually as well as part of a small multicultural team
- Minimum placement time - 3 months

Available vacancies:

- **Sales and Business Development:** This is a customer-interacting role dealing with new and existing clients. You will be expected to conduct effective sales techniques with the use of the telephone, working individually on reaching performance targets, which contribute wholly to the business. You will be expected to conduct market research, data management, and to fulfill various computing tasks (e.g. databases). This role will grant you the opportunity to gain work experience throughout a reputable, thriving, fast-paced work place, with a lot of responsibility.
- **Operations:** In this department, the following Assistant roles are available: Project and Order Manager Assistant, English Proofreader, HR, Finance, and Graphic Design.
- **Digital marketing:** You will be expected to innovate and look for solutions on improving SEO, PPC and Social Media practices. Knowledge and/or experience of Google Analytics tools would enrich your experience with us.
- **Web development:** Knowledge of PHP, HTML, Website design, database programming, IT infrastructure would be desirable. This is a great opportunity for students wanting to brush their coding skills whilst making a direct impact to the company's development strategy.

If you are ready for the challenge and feel like you are a suitable candidate for the role then please apply to:

Email CV and Cover letter to:

Telephone: +448451301170

E-mail: hrm@globalvoices.co.uk

Contact Website: www.globalvoices.com

Remuneration: Unpaid (Apply for funds to Erasmus / others)

Paid after internship based on value added to the company

We look forward to working with you!