



Working at **wordinc** in Hamburg

Project management internship (4 months)

we **speak** your image



wordinc

is a **language service provider** based in Hamburg, Germany. We specialize in translations in the fields of marketing, finance, law, engineering and medicine, and also offer services in translation & editing, interpreting, foreign language typesetting and language training.

You bring with you

- Knowledge of standard **CAT tools** (we use Phrase and SDL Studio)
- Basic knowledge of a **programming language**; a mark-up language is a great advantage
- **Proficiency in Microsoft Office** (Excel, Word, PowerPoint)
- Technical proficiency working with and troubleshooting different computer platforms; tools and **ability to understand proprietary systems**

We are offering

a **paid internship** (€400 per month) at our office in Hamburg for **four months or longer** and with a range of exciting tasks such as:

- **Running project kick-offs** and post-project analysis initiatives
- Learning and **working with client-specific tools**
- In **Word**: performing formatting layout checks, source-to-target alignment, creating templates, automating the creation of tables of content, comparing (track changes) and merging documents, creating forms using fields and advanced tools, etc.
- In **Excel**: creating functions, pivot tables, charts, lists, and group data; analysing data; data validation, macros and VBA, etc.
- In **PowerPoint**: inserting, embedding and linking media and data; comparing and merging documents; mirroring source to target

If this sounds like you, send a detailed cover letter and CV to bewerbung@wordinc.de. Only applications sent by email in PDF format will be considered.

Please be sure to **indicate the time frame** during which you are interested in doing an internship with us.

**We look forward to receiving
your application!**



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