INTERN PROFILE A: internship only

SKILLS AND QUALIFICATIONS:

- Currently pursuing a degree in a foreign language or a **language related** discipline
- The ability to accurately capture **cultural subtleties**, nuance, and emphasis
- Perfect command of **French**, both written and spoken
- Good command of written **English**
- Basic knowledge of MS **Word** and **Excel**
- Basic knowledge of **CAT tool**(s) such as Trados, MemoQ, OmegaT, etc.
- Good **organisational and problem-solving** skills
- **Detail-oriented**
- Well-developed interpersonal and **communication** skills

PLUS POINTS:

- Knowledge of at additional language(s)
- Good command of MS PowerPoint
- IT skills e.g. programming, web-design, database design, etc.
- Knowledge of terminology

TASKS:

- Translate, proofread and review
- Translation memory or glossary related tasks
- Work on cApStAn's modules (e.g. glossary module, proofreading module, etc.)
- Provide assistance to EHR (=vendor) management
- Assist in database and file management
- Provide other types of assistance to project managers

WHAT WE OFFER

- Intern will be able to learn about functioning of different departments (business development, vendor management, project management, etc.).
- Intern will be able to develop skills to use CAT tool(s).
- item
- item
- item

INTERN PROFILE B: internship & dissertation

e.g. PIAAC content transfer

INTERN PROFILE C: internship & dissertation

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