

Intern Job Description

Datawords is looking for a:

Multilingual Project Coordinator Intern

Essential Duties and Responsibilities:

- Manage simultaneous translation and revision projects
- Dispatch tasks to freelancers (briefing, planning, follow-up)
- Perform quality controls on texts
- Contact different internal teams

Required Qualifications:

- Current enrollment in a linguistic or translation degree or master program
- Ability to work in a youth-friendly and multicultural workplace
- Knowledge of a Nordic language + English
- Knowledge of Trados Studio, Microsoft Word and Excel

Conditions:

- Internship
- 6 months
- 35h/week
- Paris area
- 800 €/month

For more information please contact Natacha Haut on nhaut@datawords.com.

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