

Junior Project Manager Intern at an established Translation Company

Do you love language? Are you seeking experience working in an international setting with global clients in a local office? Oregon Translation is a Portland-based agency that focuses on the language needs of local and international businesses. We work with hundreds of different clients ranging from individuals to some of the most recognized international brands.

Oregon Translation has a relaxed but busy work environment. We seek talented employees who crave learning new skills and aren't afraid to tackle big projects. As an intern you will get to work with all of our staff and will work on real projects that will help us grow.

Our ideal candidate is someone who has foreign language and/or cultural experience, can quickly switch gears and handle the sometimes demanding pace of our work environment, possesses a keen attention to detail and has a passion to learn new skills and concepts.

What You Will Learn:

- Project Management for the translation/localization industry
- The most widely used tools in the translation and localization industry
- How to successfully manage translation teams and projects
- How to work with small-scale individual projects and large-scale corporate projects
- Much more – you will work closely with team to gain a wide variety of skills to prepare you to work in this field

What We Require:

- Background in language, foreign cultural experience, translation or localization
- Excellent writing skills
- Highly organized, with an ability to prioritize time-sensitive assignments
- Creative thinking and problem solving abilities
- Intermediate user of MS Office
- Love for language and general excitement to learn new skills.

If this sounds interesting we want to hear from you.

Work schedule: approx. 29 hours per week, Monday-Friday. Precise hours may be negotiated. Internship Syllabus is planned as a 12-week course.

To apply, please submit the following to recruiter@oregontranslation.com

- 100-word description of a cross-cultural experience you have had
- A résumé / CV of work history
- Letters of reference
- Desired hourly rate