

Welocalize Life Sciences is an industry leader with proven translation, interpretation and localization expertise for clinical research, pharmaceutical, biotechnology, medical device, and healthcare companies. Our solutions include industry expert localization and translation services for regulatory and compliance content, document translation, linguistic validation, interpretation, website localization and e-learning, and multimedia services.

Established in 1997, we operate out of 21 global solutions in 175 languages. Welocalize Life Sciences holds ISO 9001:2015, ISO 13485, and ISO 17100 certifications.

For more information on the Welocalize Life Sciences Division, please visit our site:

<http://lifesciences.welocalize.com/>

LIFE SCIENCES TRANSLATION INTERN

Welocalize Life Sciences offers internships and job placements for **native German speakers working from English (and ideally Spanish)** interested in gaining experience in the field of life sciences.

The purpose of our program is to develop the skills of young language professionals with a view to establishing long-term cooperation upon completion of the internship.

Interns will work closely with in-house mentors who will oversee their progress and offer guidance on specific projects. Successful candidates will participate in a broad range of translation-related activities, including but not limited to:

- Translation of scientific documents with CAT tools
- Post-edition of machine translation (PEMT) output
- Revision and editing of translated documents
- Translation Memory maintenance tasks, using alignment tools
- Terminology management
- Management of language corpuses
- PDF file processing and formatting in pre, and post translation stages of the translation workflow

Interns will be exposed to a broad range of texts including clinical trial protocols, patient information sheets, informed consent forms, regulatory documents, medical devices, scientific articles and many more.

Requirements:

- Undergraduate/postgraduate students of Translation or related subjects, Life Sciences professionals or students seeking to start a career in translation
- Currently enrolled in a University Degree Program able to offer an internship agreement involving the student, the university and the host company.
- Ability to commit to a placement for a minimum period of 6 months
- Language pairs: EN(ES)– additional source languages will be a plus.
- Keen interest in Life Sciences

If you are interested in this remunerated internship, please use the Application form below to send your CV and cover letter. We look forward to hearing from you!

OPEN ALL YEAR ROUND IN OUR BARCELONA OFFICE

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PROJECT MANAGEMENT INTERN

Welocalize Life Sciences is offering a paid internship for a motivated undergraduate or postgraduate looking to gain valuable project management experience in the rapidly expanding language services sector. It is the perfect opportunity to gain valuable work experience and develop first-rate project management skills.

This internship enables you to gain an insight into how a busy, dynamic language services provider operates, get involved in the entire project management lifecycle and add some impressive experience to your CV.

Your responsibilities as intern will include:

- Coordinating the entire lifecycle of live projects (assigning translators, managing deadlines, ensuring quality control etc.)
- Creating and managing projects in line with quality processes and procedures
- Preparing files using CAT tools (analysis metrics and creating TMs)
- Undertaking Various linguistic, translation and revision tasks, as necessary
- Using all software associated with project management tasks at an advanced level
- Managing live projects under the supervision of the team leader
- Budgeting and interacting with external suppliers
- Liaising with various members of the company and attending project management meetings

As an intern, you will work closely with in-house PM mentors who will oversee your progress and offer guidance and support on specific projects.

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CLIENT AND TECHNICAL SERVICES ANALYST INTERN

Welocalize Life Sciences is offering a paid internship for a motivated undergraduate or postgraduate looking to gain valuable account management experience in the rapidly expanding language services sector. It is the perfect opportunity to gain valuable work experience and develop first-rate account management skills.

This internship enables you to gain an insight into how a busy, dynamic language services provider operates, get involved in the entire project management lifecycle and add some impressive experience to your CV.

Your responsibilities as intern will include:

- Assisting in project budgeting
- Assisting in document analysis
- Control of margins
- Creating budgets
- Managing client correspondence
- Assist Account Managers with administrative tasks
- Other support tasks within Account Management and Marketing department.

As an intern, you will work closely with in-house CTSA mentors who will oversee your progress and offer guidance and support on specific projects.

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TALENT MANAGEMENT INTERN

Welocalize Life Sciences is offering a paid internship for a motivated undergraduate or postgraduate looking to gain valuable talent management experience in the rapidly expanding language services sector. It is the perfect opportunity to gain valuable work experience and develop first-rate talent management skills.

This internship enables you to gain an insight into how a busy, dynamic language services provider operates, get involved in the talent management team activities and add some impressive experience to your CV.

Your responsibilities as intern will include:

- Support in the recruitment process of external resources: screening CVs, vendor communication, testing, etc.
- Communication with both the internal team and external pool of resources
- Data entry & data maintenance of vendor database
- Support in the financial onboarding of external resources, liaise with Financial Department for matters pertaining vendors set up and invoicing.
- Creating and updating trackers and other Microsoft online documents
- Supporting ad hoc projects – systems migration, recruitment of new specialist language teams for large clients, preparing resources information for bids and tenders, etc.

The skills we require are:

- Attention to detail
- Ability to work with different tools and platforms
- Excellent skills on Excel
- High level of English
- Able to multitask and switch between different jobs
- Team player, international environment

As an intern, you will work closely with in-house TM mentors who will oversee your progress and offer guidance and support on specific projects.

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