

## **MODERN POLYGLOTS – INTERNSHIP OFFICE ADMINISTRATOR/ SECRETARY**

### **Internship Details**

**Title: Office Administrator / Secretary**

Department: Translation & Interpreting, Marketing.

### **Skills and Areas**

The intern will gain practical experience in office administration, managing orders, coordinating a team of translators/interpreters, handling customer queries and phone calls, telesales, translating text, interpreting, project management, basic bookkeeping, working with language memory systems, localising websites, and various Internet related tasks: posting articles, renewing links, updating content online, ad publishing etc. This can be applied for future office administration, sales, management, direct marketing jobs, translation and interpreting.

The intern will gain communication skills and skills in staff management, direct sales, handling urgent tasks, presentation. We will provide the following training: using office software, online publishing tools, records keeping; writing business letters and emails.

### **Payment**

This is an Internship. The payment is assumed by educational institution, scholarship fund or an intern themselves. We may decide to pay the intern some bonuses relating to their performance and achievements. Accommodation will not be provided, but the agency can assist in arranging it. The intern will have to have reasonable finances for a stay in Ireland during the internship period.

### **Agreement**

The Intern should provide a sample agreement from the intern's educational institution or authority paying for the scholarship. If intern is applying directly, we will send our own agreement to sign.

### **Mentor**

The Organisation will assign a mentor to support the intern during the Internship.

**Contract Type:** Duration: 3, 6 (preferred) or 9 months

### **Type: Full Time**

Days, Hours & Start Date

Days per week: 5

Hours per day: 6.5-7

Hours per week: 32-35

Start Date: immediately

**Skills Required:**

The intern will be working with business clients and public customers who can sometimes have little or Basic English. Friendliness, self-motivation, good language and communication skills are required to meet and greet customers, handle emails and phone calls. Knowledge of standard computer navigation and programs such as Internet browser and Microsoft Office suite is beneficial with average typing speed.

Previous computer courses will be a benefit but not necessary. In-house training will be provided.

**Qualifications Details:**

Leaving certificate or equivalent or Students wishing to do one year under ERASMUS work placement programme. Candidate must be fluent in English. Second language is an advantage.

**How to Apply:**

Applicants should send a sample contract from their educational institution or a granting authority that will pay for the internship. Alternatively, applicants can choose to apply directly in person. Our own contract will be then provided.

**Contact details:**

Main office: First floor, 7 South Mall, Cork

Branch office: Third floor, 73 O'Connell Street, Limerick

Tel: +353 87 232 49 55 / +353 85 105 89 55

Web: <http://www.modernpolyglots.ie/>

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