



## Internship - Project Manager

Comunica is currently looking for a Project Manager Intern with very good language and IT skills, the latter being important for file preparation and handling as well as for using CAT tools.

It is essential that you are able to deal with translation assignments in a very disciplined and structured manner, find it natural to take responsibility, and that you are a real team player.

We are offering an interesting Internship for a minimum of six months, preferably longer.

As a Project Manager Intern you will be part of our dynamic and international team of currently five Project Managers and five in-house Translators as well as over 300 professional freelance translators.

Comunica is a Danish owned translation agency based in Spain. Since 2007, we have been delivering high volume projects to our long-term clients in Europe and the The United States.

Typical projects include: Translation of websites, technical manuals, product descriptions, marketing texts, medical translations, transcreation and proofreading.

### **Commencement:**

As soon as possible

### **Place of work:**

Our office in Fuengirola (Málaga), Spain.

### **Your tasks**

- File preparation
- Project setup
- Project Management



### Your background

You are currently or completed studying a Master's Degree in Translation Studies and have a great interest in the technical issues related to translation and CAT Tools.

### The following is essential:

- Your work approach is constructive, structured, systematic and you have an eye for detail.
- You can maintain a project management overview even with a high workload.
- You are a team player and a good communicator.
- You can work under pressure.
- You are able to fix technical issues related to project management.
- You have English skills at negotiation level (written and verbal).
- Spanish or Nordic languages will be a big plus.

### Comunica offers

A challenging and motivating internship with a salary of 500 euros per month (take-home pay). Committed and experienced colleagues, who work in a positive and informal atmosphere. For more information, please contact Internship Responsible Tina Kok at Tel: +34 952 469 807 (9 am – 5 pm) or send your application and CV directly to [interns@comunica.dk](mailto:interns@comunica.dk)

We look forward to receiving your application!

Fuengirola, Málaga, Spain 25th of March 2021



**[Read here feedback from our previous interns:](#)**

***Dominick Steffensen***, Danish Intern from August 2018 – January 2019, Master's in Communication and Danish, Roskilde University.

*“My internship at Comunica Translations was a very beneficial and educational experience and I had a great time during my 5 months stay. It is a great workplace with incredibly friendly coworkers who are always there to assist you with anything. If you enjoy working with languages and translations, Comunica is the place to be. You get an opportunity to try a variety of assignments in the translation field, which assures that you get an insight to the complexity and features of different types of translations. So, if you are the type of person that thrive in workplace with a great atmosphere, love being hands on with things and maybe have it easier with learning in practice, I would strongly suggest applying for an internship at Comunica Translations. You will not regret it. Plus, it is not the worst thing that it is located in the south of Spain.”*

***Frederik Fuglsang***, Danish Intern from August 2018 – January 2019, Master's in Communication and Danish, Roskilde University.

*“For my 6 months internship I had the privilege to work at Comunica. The internship has been extremely enriching and rewarding and has given me some valuable practical experience to complement my studies. As an intern I was instructed in the use of different CAT-tools, while working with a wide range of interesting and challenging translation tasks. Apart from translation I was also given the opportunity to contribute to various communication tasks such as creating newsletters, slogans and content for their new website. I have benefited greatly from my time in Comunica both professionally and personally. I have not only improved my translation skills and gained a comprehensive insight into the industry - I have also learned what it takes to be a part of professional team. Last but not least I have to point out the working environment in*



*Comunica which was really comfortable due to a bunch of very competent and helpful colleagues who made me feel as a part of the team from the very first day.”*

**Sebastian Malthe Hansen**, Danish Intern from 1st September to 1st December 2018, Master’s Degree within Intercultural Studies Latin America at Aarhus University, School of Business and Social Sciences.

*“During my three months as an intern at Comunica, both my goals and expectations as well as Aarhus University’s requirements were fulfilled.*

*Already from the first day in the office, I was given a lot of responsibility as well as co-determination regarding the many different translation projects, I was working on daily.*

*My workday as an intern at Comunica would normally start by checking emails in Outlook followed by planning the first projects of the day. I also discovered from the very first day that I could ask my colleagues for advice at any time. The comfortable working environment and cheerfulness of my colleagues as well as everyone’s professional approach made me feel like I was never alone and never needed to feel at a loss regarding a translation project.*

*It was also my impression that Comunica encourages and supports the social cohesion of their staff. Hence, once a month (usually the first Thursday of every month) an After-Work event is organised, where colleagues meet up for a beer and a couple of tapas. It felt like a good mixture of the Danish hygge tradition and the Spanish way of life, where a beer after work is a common occurrence. The events seemed to be very popular, and it was really nice to meet up with colleagues outside of our working environment.*

*I can wholeheartedly recommend Comunica to others, who are passionate about translation. If you are looking for an internship with plenty of responsibility and co-determination as well as a highly professional working environment filled with both smiles and laughter, Comunica is the right place for you.”*

**Natascha Pustelnik**, Danish Intern from the 26<sup>th</sup> June until the 25<sup>th</sup> August 2017, Master’s in International Business Communication in Spanish, Aarhus University, School of Business and Social Sciences.



*"I had my internship at Comunica from the 26<sup>th</sup> June until the 25<sup>th</sup> August, and even though I was there for only nine weeks, I learned a lot from my stay. From the very beginning, I got to try my strength on different CAT tools and small test jobs, just to get a feeling of how things work, and within a short time, I was thrown into it, which – to me – seems like the best way to get going. Of course, I received a thorough introduction to the major CAT tools and, quickly, I felt comfortable using CAT tools such as Trados, Memsource and, especially, memoQ. Little by little, I got to take on bigger and more interesting translation jobs that were somewhat more challenging than the smaller and more identical jobs. To me, the most important part of the internship was getting to know the three major CAT tools and not, as one might expect, the linguistic part. Furthermore, I quickly realized just how structured you need to be to work in this field, and just how good you need to be to handle stressful situations and manage periods with huge work amounts – and I enjoyed every moment! It was great to get insight into the vibrant translation industry, the work as a translator and proof-reader, and it was inspiring to be surrounded by hardworking people who are very enthusiastic about their area of work. All in all, my internship has been very giving, and I will recommend anyone who has a flair for language to apply for an internship at Comunica."*

**Guri Birgitte Poulsen**, Danish Intern from October 2015 until March 2016, Master's in Translation and Interpretation, Aarhus University, Business and Social Sciences.

*"I have benefited enormously from my internship with Comunica. Through the internship, I have received an insight into the translation industry, I have been instructed in the use of various CAT-tools and most importantly, I have developed and improved my translation skills. My tasks as an intern were varied and challenging, and my work always felt valued. I was able to work independently from the beginning while knowing that I could always ask for help if I needed it. Comunica offers a very comfortable working environment, and everyone made me feel welcome from the first day, so the overall experience has been nothing but positive."*

**Artina Christensen**, Danish Intern from June 2015 until December 2015, Aalborg University.

*"My 6 months internship at COMUNICA has by far been the best and most fruitful semester throughout my studies. I am more than grateful to have had the experience of; working with both exciting and challenging translation tasks on an equal footing to professional translators; working with CAT tools on a daily basis; and gaining insight to COMUNICA's marketing activities. At the same time, I was surrounded by professional, international, and indeed helpful colleagues – I will definitely miss being part of the COMUNICA team!"*