Internships in Stirling, UK

GLOBAL VOICES is a fast growing small-size international language company with operational headquarters in Scotland. We provide our services to a wide range of companies and organisations worldwide. We are looking for trainees to join our head office in Stirling.

We are currently looking for new students to join our departments: Business Development, Operations, Digital Marketing, Web Development and Accounts.

**Business Development.** The role will include mainly business development via means of telesales (cold-calling), marketing, research and dealing with quote requests from clients. This may vary depending on your individual skills and capabilities - you can be given other responsibilities within the company, such as administration, project management and market research. Interns in this department are expected to possess a high level of communication skills and an excellent phone manner.

**Operations.** The role will include proofreading of documents, translating company materials, DTP, review and formatting of documents, linguistic co-ordination, human resources, communicating with linguists and working with translation memory software. Interns in this department are expected to study translation or related courses.

**Digital Marketing.** The role will include management of SEO strategies to improve the ranking of visitors to the website and numbers of enquiries, managing PPC campaigns, working on the content of GV’s website, maintaining and developing social media networking and creating and developing blog sites. Interns in this department are expected to have general knowledge in the fields of SEO, PPC, Google Analytics and tracking systems.
**Web Development.** The role will include working with mainstream technologies (PHP, HTML), website design and content, database programming, management and help with general office IT maintenance. Interns in this department are expected to have experience in PHP, HTML and webpage design.

**Accounts.** The role will include mainly helping the Finance Manager and the Credit Control Department with daily tasks such as working with cash flow, credit control, debt collection, communication with clients, management of accounts, office work and data management.

**General requirements:**
- English – working knowledge
- High level of communication skills
- Knowledge of Microsoft programs
- University Student or Graduate
- Consistent and able to work individually as well as part of a multicultural team
- Minimum placement time - 3 months

**Email CV and Cover letter to:** hrm@globalvoices.co.uk
**Telephone:** +44 845 130 1170
**Contact:** Matteo Cavaricci – HR Manager
**Website:** www.globalvoices.com
**Remuneration:** Unpaid (Apply for funds to Erasmus / others)

*We look forward to working with you!*