Company information
Company name: Wonder Words Pty Ltd.
City: Cape Town, South Africa
Contact: Stefanie Pillay, stefanie.pillay@wonder-words.com
Website: www.wonder-words.com

About Wonder Words: Wonder Words is a language services agency. Our services include translations, localisation, transcriptions, content creation and voice-over. Wonder Words is the link between clients worldwide, mainly in the English, German and French speaking markets, and a pool of global freelancers.

Internship information: Project Management and translations
• Assist project managers with their daily tasks
  o Compose quotes
  o Find suitable freelancers for assignments
  o Coordinate assignments and ensure deadlines are met
  o Communicate with clients and freelancers
  o Invoicing
• Manage smaller assignments independently
• Internal quality control of assignments before documents are sent to client (checking of translations, transcriptions and texts)
• Manage and expand freelancer database
  o Find new, suitable freelancers for all service offerings
  o Test freelancers who apply
  o Update freelancer database
• Business development (online)
  o Assist project managers with online business development
• Translating documents into German

Candidate requirements:
• Must be fluent in English and German (written and spoken)
• Proficiency in other European languages would be highly beneficial
• Motivated and eager to learn
• Good business etiquette

Start date: flexible
Duration: 3 – 6 months
Remuneration: Pocket money