



Employer Name: TransPerfect

Position Title: Project Intern

Location - City, State: New York City, New York

Industry: Management Consulting

Job Description: The TransPerfect Project Internship Program is a unique and exciting opportunity for professional training in a fast-growing and dynamic industry! Under close supervision, performs entry-level professional duties of moderate difficulty. Assignments serve to offer practical experience and broad exposure. Exercises sound judgment and knowledge obtained on the job.

Interns must be current juniors. A wide range of college majors are considered based on specific needs of the department. Successful completion of the Production Internship Program will result in a strong potential for a full-time offer starting after graduation.

- Responsible for full life-cycle project assignments, research and/or analysis
- Prepare project reports, progress summaries, and/or related data
- Analyze, generate and maintain records and other reference material necessary for departmental use
- Works closely with various departments (Sales, Quality Personnel) and internal partners to executive projects
- Answers and makes phone calls, responds to department-related questions and sends written material as appropriate
- Assist with general office work
- Perform other special projects or duties when required

Duration: Permanent

Job Functions: Product / Project Management

Employer Description: For more than 20 years, TransPerfect has provided comprehensive language and technology solutions to help our clients communicate and conduct business more effectively in a global marketplace. Equipped with a quality management system certified to both the ISO 9001:2015 and ISO 17100:2015 standards, TransPerfect provides a full array of language and business support services, including translation, interpretation, multicultural marketing, website globalization, subtitling, voiceovers, staffing services, e-learning and training, and legal support services. TransPerfect also offers a suite of next-generation technologies that significantly reduce costs and improve consistency throughout the translation process, making TransPerfect the vendor of choice for the world's leading multinationals. With annual revenues of over \$550 million, TransPerfect is the world's largest privately held provider of language services and technology solutions. From offices in more than 90 cities on six continents, TransPerfect offers a full range of services in 170+ languages to clients worldwide. With an unparalleled commitment to quality and client service, TransPerfect is fully ISO 9001 and ISO 17100 certified. TransPerfect has global headquarters in New York, with regional headquarters in London and Hong Kong.



Employer Locations: New York City, New York

Allowed School Years: Junior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required