CETUSA

Trainee/Internship Program Offer

(10229) Marketing and Sales in a Language Translation Company -Los Angeles, CA

Start Date: as soon as possible
Location: Los Angeles, CA
Program Duration: 3-6 months
Hours: 32-40 per week
Compensation: UNPAID

Host Company Description:

The company is an international language interpreting and translating firm operating under the same management for over 30 years. Its offices are based in west part of Los Angeles and the company services a wide array of corporate, legal, educational and governmental clients around the world; the company's goal is continued growth in a rapidly growing industry.

Position description:

- Assist with internet marketing, database management, data mining, email marketing campaigns, internet research, recruiting, and special projects, among others
- Help select and schedule interpreters and equipment for various conferences, trade shows, meetings, including occasional on-site management meetings of interpreter teams
- Learn how to and assist with negotiating contracts with clients, provide quotes and prepare proposals, provide client support throughout the duration of the project
- Maintain and improve company's existing electronic database of freelance contractors
- Aim to improve overall operations process and work flow

Applicant Qualifications:

- To apply for the **Internship** program applicants must study **business administration or marketing** OR have recently graduated, starting the program within 12 months of graduation date
- To apply for the **Trainee** program, applicants must hold a **business administration or marketing** and at least 1 year of work experience OR be career professionals of 5 or more years of professional experience in this field
- Excellent verbal and written communications skills in English
- Excellent knowledge of major Windows-based programs (MS Word, Excel, ACT!, Outlook, Excel)

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title

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