



<http://translations.mcfelder.com/>

Tel: +34 972 296 763

Internship Opportunity  
Commercial Trainee 2019

**Opportunity**

McFelder Translations offers an excellent opportunity to further develop your commercial skills in a fast-growing dynamic company. McFelder Translations is a quality accredited translation agency based in the Girona, Northern Spain. We specialise in the translation of technical, scientific and business documentation. Our clients include multinational companies operating in sectors such as Engineering, Biotechnology, Pharmaceuticals, Marketing, Chemicals and Manufacturing.

There is a young team of project managers and commercial managers working at McFelder Translations, so it is easy to make friends and integrate within the community.

**Job Role**

We need a responsible, organised, dynamic individual who can work as part of a group as well as on their own. This placement will provide the student with a range of sales and business skills they will be sure to use in their professional life. Training with external professional trainers may also be included in the placement programme.

Extensive training in Account Management, Business Development, Market research and Lead Generation.

The role will include:

- Sales training via one to one coaching with Sales Director
- Working directly with the Sales Director in specific sales campaigns
- Calling key influencers and procurement professionals related with translation services
- Working with the latest Microsoft programmes as well as the company CRM (Customer Relationship Management ) database
- Developing interpersonal, presentation, communication and commercial skills
- Developing your own sales plan
- Educating potential clients via Webinar presentations

## Qualifications and Skills

- Undergraduate
- Fluency in German (native level)
- English at advanced level is essential
- Proficient with MS Office (Word, Excel, PowerPoint, Outlook)
- Well organised and can work as part of a team
- Extroverted personality
- Spanish language skills are not obligatory for the role but would be advantageous

Full training will be provided, and we will assist with advice on finding suitable accommodation, etc. There will be other interns working at McFelder Translations.

Details of the company can be obtained at <http://translations.mcfelder.com/>

## What you will gain from the placement?

- Personal development of skills such as interpersonal, presentation, sales, marketing and negotiating
- Experience in business administration
- Develop your business and/or language skills for future employment
- Working with an international team
- Opportunity to work on individual projects and as part of a team
- Enjoy the cultural experience of living and working in Spain
- Potential for full time employment after graduation in the head office or working remotely from the UK

## Conditions

- Start date: February / March 2020 for minimum 6 months
- Working hours: Monday to Thursday: 9-2, 3-6.00pm and Friday 9-2.30pm (37.5 hours)
- The student will have an official work contract with McFelder during the placement period
- Students normally receive an ERASMUS grant but in addition we provide a salary of 430€ + commission based on results
- Assistance to set up bank account and obtaining Spanish National Insurance number (NIE)
- The student will be covered by the Company Liability Insurance while working in the offices
- The student must be British or European citizen to legally work in Spain

## Student testimonials

During my time as a Marketing trainee at McFelder Translations, I gained invaluable experience in living and working abroad. In the short time that I worked here, I learnt a great deal not just about how a translation agency is run, but a business in general. My main duties included conducting market research for various industries, researching into numerous social media platforms, and looking at different marketing and sales strategies, which lead me to start looking for new potential clients. At McFelder, you are welcomed in and truly made to feel as a valued part of the team. I am grateful for the wonderful opportunity. If you're looking for real business experience, and to pick up some Spanish along the way – McFelder Translations is just right for you!

**Faye Jubber, University of Warwick**

My time at McFelder has been a truly valuable experience. Not only have I had the opportunity to improve my Spanish language skills, I have gained a lot of knowledge in all aspects of business (eg. operations, marketing and sales). I quickly became an integral member to the Commercial team conducting market research, order processing and helping with business development activities. You are really immersed into the Spanish culture and I feel that my language skills have significantly improved; regularly writing to clients in a formal manner and having conversations with my colleagues. I am really grateful to have had this amazing experience.

If you are looking to gain an insight into the business world whilst developing your Spanish language, McFelder is definitely a good choice.

**Rebecca Wood, University of Nottingham**