

Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Stealth Translations Ltd
Address inc post code	Unit 25 LEDCOM, Larne, Co.Antrim, BT40 3AW
Telephone	02828267103
Fax	N/A
E-mail	info@stealthtranslations.com
Website	www.stealthtranslations.com
Number of employees	6
Short description of the company	We provide high quality, competitively priced translation services to organisations across a wide range of industry sectors, which mainly comprises of medical, legal, engineering and marketing, who require linguistic services for marketing, legal, informational and operational purposes. We utilise industry specific, trained native language speakers, along with cutting edge technology and industry standard processes to deliver accurate and timely translations to many market leading companies and agencies. With headquarters based near Belfast in Northern Ireland, sales representatives in Italy, Germany and the USA, we are strategically positioned to serve the global market with linguistic services.
CONTACT DETAILS	
Contact person for this placement	Stephen Weir
Department and designation / job title	Director
Direct telephone number	02828267103
E-mail address	info@stealthtranslations.com
Application Procedure	
Who to apply to (including contact details)	Stephen Weir
Deadline for applications	NA

Application process	Submit a CV and expression of interest via email to info@stealthtranslations.com indicating dates of participation with Stealth Translations.
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Production / Translating
Description of activities	Collaboration on translation projects for various customers and learn from the feedback provided by professional revisers after translations are vetted through our Quality Assurance processes. Backup projects in the event there is a downturn in jobs covered by the applicants language pairs would be translating marketing materials such as the Stealth Translations website, brochures, legal documents, employee handbook, ISO 9001 documentation. Other tasks will allow experience to be gained in project management and desktop publishing.
Location	Unit 25 LEDCOM, Larne, Co.Antrim, BT40 3AW
Start Date	2014
Duration	3-12 months
Working hours per week	35
Accommodation (please select)	<input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Fluent in English Native in ONE of the following: <ul style="list-style-type: none">• French• German• Spanish• Swedish• Norwegian• Danish• Finnish• Dutch• Portuguese• Japanese
Computer skills and level of skills required	Proficient with Word and Excel. Experience with CAT tools desirable.
Drivers license	N/A
Other	

INFORMATION PROVIDED BY

Name	Stephen Weir
Department / Function	Director
E-mail address	info@stealthtranslations.com
Phone number(s)	02828267103
Date	14/11/2013

Please return this form by email to erasmus@britishcouncil.org