

GlobaLexicon Graduate Programme

Team: Vendor Management team

Location: Timisoara, Romania

We are pleased to offer a work placement experience that university students and graduates will find to be extremely useful and fulfilling. This is a great opportunity to gain beneficial experiences from a professional environment in the translation industry.

GlobaLexicon Ltd. can offer placements to students living in Romania with an interest in **Vendor Management (VM)** i.e. recruitment of freelance linguists. Candidates are offered full training and placement with the company, and will usually be expected to work full-time five days a week.

Why does GlobaLexicon offer a placement programme?

- Training for future work in **Vendor Management/Recruitment of freelance linguists.**
- To provide an insight into how language service companies operate.
- Two-way learning – because we learn a lot from our placements too!
- To improve the training and employability of graduates and postgraduates.
- To strengthen links between GlobaLexicon and graduate/postgraduate programmes.

What are the aims of the placement programme?

- To introduce candidates to a real-life language services company environment.
- To allow interns to participate in projects and activities appropriate to their competences, building on and extending their HR and VM related skills.
- To apply their skills in a work environment, under pressure and to deadlines – both independently and as part of a team.

What's in it for students?

- Mentoring/training - assigned mentor and regular meetings, alongside an extensive training programme.
- An excellent first step in your career. Placements improve your job prospects and offer the opportunity to apply your new knowledge and skills in a commercial environment.
- Build experience in business practices, handling vendors, dealing with problems, negotiating rates, managing budgets, etc.

Range of work experience you will receive

- **Recruitment:** Participate in the freelance recruitment cycle, from reviewing incoming applications to testing and conducting reference checks.
- **Rate negotiation:** Negotiate best rates with suitable vendors to maximise our project margins.
- **Internal clients:** Work closely with Project Management, Operations and Business Development teams to support sourcing needs.
- **Performance monitoring:** Monitor performance of our resources and provide feedback where required.
- **Reporting:** Provide timely reports to senior management (progress with recruitment goals, capacity etc.).
- **Admin tasks:** Maintain records and update database with accurate information in a timely manner.

In summary, we are looking for someone to support the team in recruiting translators and interpreters in order to expand our talent pool!

What we expect from candidates

- To conduct themselves professionally with staff and vendors
- To complete work to a satisfactory standard and to the best of their ability
- To maintain a good standard of dress and appearance
- To arrive punctually for work and meetings
- To act within the terms and conditions of our contract