

## HR INTERNSHIP

### **About us:**

Global Voices Ltd is a rapidly expanding translation company with operational headquarters in Scotland. Our client base includes a wide range of global organisations throughout the UK, Italy, France, Germany, Switzerland and the US.

A successful track record in hosting internships has resulted in Global Voices gaining a reputation for adding real value to students who wish to gain behind the scenes experience of how a fast-growing organisation operates.

Students applying through the Erasmus (or equivalent) programme will have the opportunity to embark on our tailor-made programme within one of the departments that best matches their course criteria.

Our “learn by shadowing” approach is proven to work and gives interns a taste for the skills needed to succeed. A designated mentor will ensure you progress at each stage of the internship.

The internship can start whenever the students will be available. There is no specific period of time to start or finish: from as soon as possible until they can stay and want to stay.

Please, bear in mind that this kind of internship:

- has to take place in our Head Office in **Stirling, Scotland**;
- is **unpaid**;
- has to take a minimum of **3 months**.

### **Details of the programme:**

Organisation of Intern arrival and departure schedules, Sourcing new Interns, Coordination of multiple Intern applications from initial enquiry to arrival, and Coordination of staff interviews and reviews. These tasks are dependent on individual capabilities, experience and attitude at work.



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### **Language requirement**

Level B2 IN English.

### **Educational Qualification**

HR Management, Business Administration, Management (Degree/Masters/ or Equivalent)

We look forward to welcoming you!

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