

The Global Voices Experience | Tender writing

The Global Voices Experience caters for talent at all levels, from those still at university and working towards a degree level qualification, to those who have finished their degrees and are looking to begin their careers. If you're still studying and would like to gain 3 to 6 months of experience working in a company, you may want to consider the **Global Voices Internship Programme**. Otherwise, if you've finished university and are looking to begin a career with us, you may want to consider the **Global Voices Future Leaders Programme**.

Global Voices Internship Programme | Tender writing

Every year, Global Voices can offer a select few top-performing graduates and university student placements at our head office in Stirling, Scotland, United Kingdom, in order to train and develop talent. You'll gain behind the scenes experience of how an incredibly successful company operates, and you'll get the chance to learn from experienced leaders in various departments.

Global Voices has gained a reputation for teaching graduates highly regarded skills, and giving valuable experience at a prestigious, and well-respected company.

We use the Global Voices Internship Programme to educate, but also to look out for top-performing individuals who are looking for a career! During your internship you may be given the opportunity to move into the Future Leaders Programme (*depending on availability*) should you wish to consider a career with us. You'll also be given the chance to win a brand-new Apple iPad!

Details of the Programme

Account Management Department - Tender writer

You will be part of the Account Management team, trying to win projects by taking part to public and private tenders. This role requires reviewing and editing written bid responses in line with deadlines.

Educational Requirements

Have or be working towards a degree in one of the following areas:

- Law
- Economics
- Journalism

Language Requirements



Association of
Translation
Companies



Institute of
Translation &
Interpreting



INVESTORS
IN PEOPLE



Leaders in
Translation
Awards

- English at level B2 or above
- Italian OR French OR English OR German native speaker

Desirable Skills

- Deadline driven
- Excellent literacy skills
- High attention to detail
- Knowledge of Microsoft Office

Other Information

Our internships are flexible, and you're able to start whenever you want! Your internship must last longer than 90 days and must be shorter than 180 days. It must also begin on a Monday, and end on a Friday.

Please note that our internships are:

- Based at our head office in Stirling, Scotland, UK (40 minutes from Glasgow and Edinburgh)
- Unpaid
- Are approved by over 150 European universities!

Global Voices Future Leaders Programme | Tender writing

The Global Voices Future Leaders Programme is aimed at ambitious graduates who are ready to take their first steps on an exciting career journey with one of the most exciting language companies in Europe.

As part of the Future Leaders Programme, you'll have the opportunity to work with our expert staff in our Finance Team. You'll gain valuable skills and experience which will put you in a prime position to begin a career with Global Voices at the end of the programme.

The Global Voices Future Leaders Programme is completely flexible - it does not matter which part of the business you're completing your internship in, you'll be able to pick the Global Voices career path which best suits your own circumstances and academic background. HR will always be on hand to provide advice about each programme and what you can expect.

Other Information

Our Future Leaders Programme is flexible you'll able to start whenever you want! The Future Leaders Programme will last at least 90 days but shorter than 180 days. It must also begin on a Monday, and end on a Friday.

Please note that our Future Leaders Programme:

- Based at our head office in Stirling, Scotland, UK (40 minutes from Glasgow and Edinburgh)



- Is an internship, and as such is unpaid
- Does not guarantee a full time position – this will depend on your performance and whether we have a suitable vacancy you'd like to apply for.

About Brexit

As you'll know, the UK is in the process of leaving the European Union. This is an ongoing process with no clear outcome at this stage. Global Voices are however clear that free movement of people to the UK will remain largely unchanged until January 2021 - this means full time employment and internship opportunities for EU nationals will continue unchanged until this point, even in the event of a 'no deal' scenario. For more information, please ask for our Brexit information document or e-mail human.resources@globalvoices.co.uk with any questions you may have.

APPLY HERE : <https://globalvoicesinterns.peoplehr.net/Pages/JobBoard/Opening.aspx?v=39c26e9e-2768-47a7-a589-010da6702f06>



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