



Account & Project Manager Intern

Company

Since its creation in 1980, COGEN has focused exclusively on multilingual translation and publishing of technical documentation (installation, operation, maintenance, IFUs) and marketing materials (catalogues, brochures, web sites) for clients in the manufacturing and medical industries in Europe, The United States and Japan.

In 2015, Cogen joined the Technicis Group, one of the top 5 translation firms in Europe. Technicis employs 300 people and works with customers across numerous industries including luxury, aeronautical, automobile, hi-tech, and finance. To support our in-house teams in **Brussels**, we are currently looking for a Account & Project Manager Intern

Your mission and tasks

The Account & Project Manager Intern's mission is to assist a team of Account and Project Managers in their operational tasks.

Through this mission, Cogen aims at providing young Student with a 'growing' experience through personal development, within a professional environment.

- Further to a 2-weeks introductory training period, the Account & Project Manager Intern will support Account and Project Managers in handling operational tasks, according to the applicable ISO working procedures and standards of service.
- Ensure project data updates in the Project Management System
- Process files through Cogen's Translation Memory system at various project steps (pre-translation, post-translation validation, pre-review, post-review validation, uploads in the translation memories)
- Handle internal file validation and post-review corrections

According to your motivation and development, additional opportunities may be offered, either in terms of training and/or tasks.

Your profile (knowledge & experience)

- Preferably a completed or ongoing master degree in translation or equivalent
- Very good command of spoken and written English
- MS Office (Outlook, Word), Cat Tools (SDL Trados)
- Rigorous and strongly focus
- You are an accountable team worker and a proactive learner
- You can demonstrate excellent organizational and communication skills
- Proactive and open-minded
- Coping with strict deadlines stimulates you

Cogen offers you

A varied job and a comfortable working environment where personal development is encouraged.

Please send your application letter and CV to prod@cogen.com