



Lifelong Learning Programme



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 |

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

PLACEMENT INFORMATION

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|---------------------------|---|
| 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 | Student to make own arrangements |

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

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| 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. |

INFORMATION PROVIDED BY

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|-----------------------|--|
| 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