

# Trainee in Project Management



**Xplanation is always on the lookout for talented trainees in project and partner management for our headquarters in Belgium and for our branches in Spain, Denmark, Germany, Sweden, UK, Switzerland and France.**

## Your profile

- You are a languages / translation / communication student
- Your university / university college is willing to sign a traineeship agreement
- You have excellent communication skills, both verbal and written
- You have an excellent level of English. Foreign language/s are an asset
- You have an affinity with IT
- You have strong social skills and are service-oriented
- You can work independently as well as in a team
- You are motivated, eager to learn, cope well with stress and tight deadlines, and are comfortable working in a multilingual environment

## Your tasks

- You analyse the incoming translation requests and create a quote if requested
- You allocate the projects to the best translation and DTP partners and follow them up
- You plan customised solutions for specific projects
- You ensure the communication flow between customers, translation partners, revisers and DTP partners
- You work closely together with our branches

Our trainees receive a compensation for accommodation for a full-time traineeship. To apply for this opportunity, please send your CV with a cover letter in English to [carine.ertveldt@xplanation.com](mailto:carine.ertveldt@xplanation.com).

## About Xplanation

Headquartered in Leuven, Belgium, Xplanation is a global provider of translation solutions across key industry sectors. Xplanation is a growing organisation providing expert advice to customers from its offices across Europe, Asia and the United States.