



ACSTraduction is a translation agency located in Grenoble, France, which specializes in high-quality translations for B2B and B2C clients. We value human relationships. Our objective is to deliver documents that are perfectly natural in the desired language and perfectly adapted to the target audience. At ACSTraduction, we strive for and demand high-quality results.

Come discover how a young, modern and dynamic translation company does business, with an introduction to various tasks: translations and proofreading and the procedures for translating certified translations. Feel free to consult our websites for a better understanding of our activities: [www.acs-traduction.com](http://www.acs-traduction.com)

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## Translation Internship in Grenoble, France

Languages Dutch – French – English  
(2–6 months internship or 6–12 month Erasmus+)

This is an agreement–regulated internship, which means that you must be registered as a student in order to be considered.

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### This placement will focus on:

- \* Reviewing the work of a wide range of external translators to ensure quality before deliveries, which consists in quality control (QA Check) of the translations, terminology management and maintenance of translation memories.
- \* Recruiting new Dutch translators. Identifying qualified translators through various recruiting and sourcing tools, pre-screening applicants.

Performing administrative duties, including associate file creation and translator database maintenance.

- \* Proofreading translation tests to ensure we recruit only the best translators.
- \* Translating short administrative documents into English.

### Your Qualifications & Competencies

- \* Student or graduate at UK Bachelor's level, or equivalent, in foreign languages or translation.
- \* Proficiency in written and spoken French, Dutch mother tongue.
- \* Excellent Microsoft Office skills and knowledge of CAT-tools (Trados) preferred, SDL STUDIO if possible.
- \* A well organised individual with very good attention to detail.

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