



## **Account & Project Manager Intern**

### **ATTENTION**

COGEN SA, FOR NOW BASED IN 1400 NIVELLES, WILL MOVE OUT AT THE END OF DECEMBER 2017. WE WILL THEN BE BASED UN 1000 BRUXELLES, FROM THE 1<sup>ST</sup> OF JANUARY 2018 AND BEYOND.

### **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](mailto:prod@cogen.com)