

Translator and Interpreter Intern - Poland

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Company: Raytheon Technologies

Location: Warsaw

Category: arts-design-entertainment-sports-and-media

Unspecified

Raytheon Polska is seeking a highly motivated candidate for the Poland Patriot Program Translator and Interpreter intern.

This position requires effective organization and a strong understanding of differences in US and Polish cultures. The translation internship will focus on facilitating and providing effective translation and interpretation in support of formal tender procedures, negotiations, and program performance and execution meetings with Raytheon partners in country. The tasks may also include translation and interpretation support for other related activities with the Polish Ministry of National Defense (MON), Armed Forces, various other Polish Government agencies and the Polish business community.

Your responsibilities:

Effective and accurate translation of technical and non-technical documents, including unique military terminology;

Providing review and serving as final editor and proofreader to provide consistent and accurate translations of written documents originating from either third parties contracted by the company or from company employees;

Preparation of written translation of correspondence originating from either Raytheon or Polish government and industry sources to facilitate proposal submissions, discussions, and negotiations;

Listening to, understanding, and interpreting statements while accurately relaying concepts,

ideas, and intent of the original statement;

Assisting Raytheon personnel by interpreting and preparing ad-hoc translation of Polish or English business correspondence originating from various sources;

Potential travel to suppliers in Poland.

What you will learn:

You will work with a team of experienced, in-house translators and interpreters who support the capture and execution of the Poland Patriot program;

You will get familiar with the SDL Trados translation software and perform legal, technical, and official correspondence translations, as well as certified translations (pl.);

You will learn and use Zoom interpretation feature and will be able to practice simultaneous interpreting;

You will have regular, once a week mentoring sessions with experienced translator/interpreter who will be your mentor during the internship.

What we are looking for – basic qualifications

The successful candidate for this position will possess the following:

Currently enrolled in the 2 last years of English language study, linguistics, Teacher's Training College or translation/interpretation studies.

Proficient in Polish and English (both written and oral); must be able to communicate effectively with all levels of management via e-mail, telephone, and in person.

Familiarity with Microsoft Office toolset (Word, PowerPoint)

English language proficiency of minimum C1 – Advanced level

Strong organization skills with ability to manage multiple tasks simultaneously

Self-motivated and results oriented

Ability to work in a team environment

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