

Position: Internship at MSS Cape Town - Controlling -

Who we are

We are an international language agency based in Cape Town, South Africa. From here, we oversee language projects for companies and private clients in Germany, Europe and across the world. Translations and transcriptions are our speciality. But we also have expertise in other language services such as proofreading, copywriting, text and data entry, coding and voiceovers. We are a mix of South Africans and Germans, and we all feel at home in Cape Town. Around the office we speak German, English, Zulu and Afrikaans – sometimes in the same sentence. We are a small team and work closely together. Flexibility, positive energy and enjoying what we do is key.

About this position

Depending on your qualifications and skills, you will assist with the following tasks:

- General assistance with accounts and administration
- Data entry for Project Management, Business Development as well as Financial Controlling
- Monitoring, analysis of statistics for Project Management, Business Development as well as project or financial controlling
- Support with reporting to managing Director
- Support with process optimisation
- Working independently on own projects
- Email correspondence with clients, suppliers and service providers
- Assistance with or work independently on controlling tasks
- Optional: working independently on own projects within controlling

This position is available (A) as full-time internship for a period of preferably five to six months, or (B) as a long-term internship for students wanting to gain practical experience on the basis of a few hours per week.

Your profile

A positive attitude, energy and the will to learn new skills and bring in and implement your own ideas are more important to us than qualifications or work experience.

Background in Accounting, Finance or Controlling: You are preferably a student in the faculty of Business Administration and are interested, have a good knowledge or an affinity for everything related to Windows XP, Microsoft Office, particularly Excel, and Pastel Payroll. You will be exposed to very varied work. Reasonably good English Language Skills.

Knowledge and skills

In addition to a high level of motivation and commitment, we value someone who can work independently, but also works well in a team. Computer skills, going beyond the use of the standard office programs as well as determination and resilience will complete your profile.

Please send your most recent CV and letter of motivation, stating why you would like to become part of the team, to [marlen.boehm\(at\)msskapstadt.de](mailto:marlen.boehm@msskapstadt.de).

We look forward to hearing from you!

MSS Cape Town – The Language Agency