

Position: Internship at MSS Cape Town - Project Management -

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:

- Planning and realisation of personnel, web and target group marketing strategies
- Market research for sales or purchasing purposes
- Customer acquisition
- CRM
- Preparing quotes, handling client queries and having the sole responsibility of processing orders
- e-mail correspondence with clients, applicants and suppliers in German and English
- planning and realisation of social media communication
- process optimisation
- data entry or daily and weekly statistics as well as project or financial controlling
- working independently on own projects
- language services, only if qualified

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.

You are preferably a student of the Faculty of Business Administration, Logistics, Communication, Marketing, Media, German/English Studies or Journalism, and have a very good knowledge of German and English as well as an affinity for everything related to operations, marketing, controlling or technical know-how.

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(at)msskapstadt.de).

We look forward to hearing from you!

MSS Cape Town – The Language Agency