

# INTERNSHIP Translation

## Translation Internship at New York Habitat

New York Habitat (<https://www.nyhabitat.com>) is looking for students who are native German speakers to translate English texts including clients' reviews and apartment descriptions. We are also looking for students who are eager to develop their English-speaking skills throughout the internship.

Work in a unique, international environment and enjoy an internship where your contributions are displayed publicly on our website and social media platforms.

### About New York Habitat:

New York Habitat is a renowned international real estate agency. We specialize in furnished apartments and vacation rentals with locations in New York, Paris, London and the South of France.

We have broad exposure on various social networking sites (Facebook, Twitter, YouTube, etc) and are looking to expand our reach through multilingual networks. SEO (Search Engine Optimization) plays an important part in our content, as well.

### During your internship you will:

*Gain relevant experience surrounding translation abilities and general professional/time management tactics*

- Translate texts from different sources while maintaining the original style and tone (this also includes reviewing the translation when necessary and working on its layout)
- Learn to integrate keywords in a translation for optimization needs (SEO – Search Engine Optimization)
- Expand your industry-specific vocabulary (real estate) and apply it accurately in your translations
- Strictly adhere to the style guides and manual to meet quality standards for publication
- Enhance your proofreading skills and your eye for detail
- Acquire experience in working remotely, which entails careful personal organization and time management with regular follow-up and feedback with your internship supervisor
- Benefit from a personalized follow-up with your supervisor so as to optimize your translation speed and techniques
- See your completed work on our website, our blog and our social media networks

*Enhance English-speaking skills (By answering NYH general phone line and making phone calls)*

- Learn how to make use of foreign language competencies
- Learn how to use the company's documentary resources
- Be able to identify and solve a problem
- Learn how to work independently, manage time, plan, and anticipate
- Be able to show initiative, develop research strategies, and be productive
- Learn how to have adaptability and reactivity to various scenarios
- Be able to monitor and respect the instructions given
- Understand, interpret, record, and transmit information received when answering the New York Habitat phone line
- Learn how to speak clearly, negotiate, and adapt to different audiences

- Learn how to be integrated into the team and collaborate with other staff and members
- Be able to manage moderate-stress situations and be innovative and creative, especially when speaking with clients
- Learn how to improve social skills and courtesy, as well as how to adapt to our company's culture

*Make information useable and accessible in strategic ways*

- Learn how to apply, reinvest and/or to improve theoretical and technical knowledges
- Learn how to write high-quality documents (content, structure, spelling)

*Learn strategic management for achieving goals and objectives*

- Learn how to be successful and effective in achieving the company's goals and objectives
- Learn how to quantify and qualify the work carried out with careful supervision
  - Intern will be given an average time bracket with goals and expectations for learning how to pace themselves

*Enhance professional integration and teamwork skills*

- Have an ability to listen, being able to present and share ideas, and learn to cooperate in order to reach to a common objective within the team
- Be able to submit daily and weekly reports for management and human resource to assess his progress

*Develop strong work ethics*

- Be invested, motivated, and dynamic while working
- Learn how to be open-minded and have a curiosity for learning
- Be punctual and consistent at work

**Internship particulars:**

- **Start date:** To be agreed upon
- **Duration:** 2 months (or longer)
- **Hours:** 15 to 35 hours/week; New York Time between 9am and 6pm EST (3pm to midnight CET/Berlin time) > according to intern's availability
- Placement under agreement with university, unpaid internship
- Internship for students working **remotely via Internet**
- The internship supervision and coordination takes place with your supervisor via phone and Internet
- Short translation test as part of your application

**Your profile and qualifications:**

- Perfect English reading comprehension (source language) and communication skills
- Major in languages, degree or certificate course in translation
- Excellent written skills
- Microsoft Word literacy

**Send us your English application today!**

<https://nyhabitat.bamboohr.com/jobs/view.php?id=99>



For further questions: [translation@nyhabitat.com](mailto:translation@nyhabitat.com)

**VISIT US ON: [www.nyhabitat.com](http://www.nyhabitat.com)**

