



LingoYou

COMPANY PRESENTATION

LingoYou
Academy

RAFIKY

CONGRESSI
INTERNAZIONALI

ABOUT US

The experience in the field, together with flexibility and constant attention to the needs of a select clientele, makes LingoYou Group S.r.l. a leading company in the field, with more than 25,000 completed projects and more than 2,000 satisfied clients. At LingoYou Group S.r.l., we firmly believe in our corporate culture. Our values make us unique: they guide our behaviour, direct our choices, and define our priorities. We are therefore committed to preserving and safeguarding the principles and ideals on which we base our strategies, guaranteeing our customers professionalism, quality of service, and attention to detail. LingoYou Group S.r.l. represents one of the leading companies in the translation and interpreting field; it includes LingoYou, LingoYou Academy, Congressi Internazionali and Rafiky.



LingoYou: With a global vision and a local approach to customer service, LingoYou provide all-round language solutions for all translation and localization needs, thanks to a network of more than 20,000 professional translators. We combine the latest technologies with the expertise of experienced translators to establish long-term working partnerships quickly and effectively and to guarantee high quality translations at affordable prices.



LingoYou Academy: A reference institute in the field of vocational training, LingoYou Academy offers a wide range of courses and services: language courses for companies, language certifications, remedial courses, school repetitions, preparation for university exams and Italian courses for foreigners. Thanks to many years of experience in the sector and the skills acquired over time, our team of experts can respond to any type of request.



Rafiky represents the most advanced technology in the interpreting field today: a revolutionary remote interpreting platform that combines practicality, quality and effectiveness needs. It provides remote interpreting services through software created entirely by our team of experts. Rafiky is a highly flexible and accessible cloud platform for simultaneous interpretation for any kind of event, congress, conference, or multilingual online meeting. An innovative and, in many ways, a revolutionary vision of remote interpreting that enables professional interpreters to work from anywhere, anytime.



Congressi Internazionali: is responsible for the hardware management (with technicians on-site in Rome to cover all of Central Italy, the South, and the Islands, and in Milan to cover Northern Italy) and for selecting highly specialised interpreters. Congressi Internazionali provides interpreting services events such as conferences, conventions, or company meetings, ensuring their success.

ABOUT US

Your internship on the island of your dreams!

Why choose us for your internship? Easy: we are in Sicily, a wonderful place immersed in the Mediterranean sea, with history, wide beaches, and beautiful unspoiled areas surrounded by nature. In Sicily, you will find sunny days all year round, with an average temperature of 15 degrees in winter and 35 degrees in summer. We are in Ribera (Ag), a municipality that owes its fame to the Arancia di Ribera D.O.P (Ribera Orange D.O.P), but not only does it enjoy such praise: the sea is only 6 km away! Summer and winter nightlife will allow you to make the most your free time and make new friends. Fun is guaranteed. Palermo airport is only an hour away. Upon your arrival, we will welcome you and help you find accommodation that suits your needs.



INTERNSHIP PROGRAMME

Through this experience, you will have the opportunity to experience the world of work for the first time, working in a synergetic and dynamic team. Quality, values, and aptitude for professional growth are the cornerstone of our company. Based on these, the internship experience will develop your skills and attitude relative your course of study. Through a gradual entry into the company, based on the assignment of specific work tasks, you will develop translation and interpreting skills, in particular:

Experience and actively participating in linguists' and interpreters' work

Taking part in the realization of translation and interpreting work

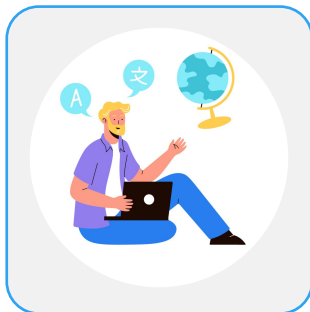
Taking part in the realization of translation and interpreting work

Plan and develop events that will take place on-site or remotely (via platforms such as Rafiky, Zoom, Go To Webinar, etc.)

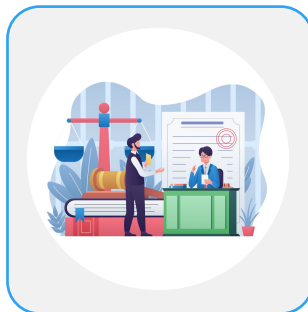
Follow the process for participation in tenders

REQUIREMENTS

To join us, you must attend a bachelor's or master's degree course in the following areas:



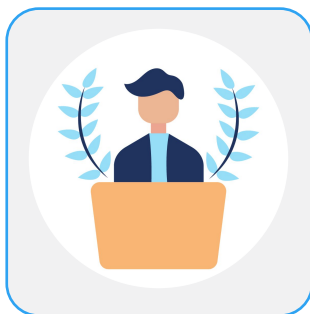
LANGUAGES AND
INTERPRETING



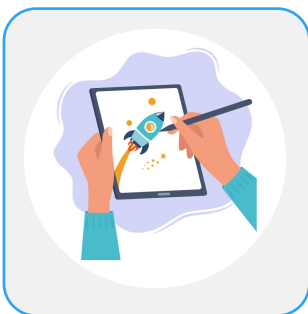
LAW



ECONOMICS



POLITICAL
STUDIES



GRAPHIC AND
DESIGN



ENGINEERING

TASKS

ACCOUNT MANAGER'S TASKS

- Processing translation and interpreting quotes
- Processing and uploading invoices to be collected via the Interchange System
- Processing and uploading invoices to be paid to suppliers from customers via the Interchange System
- Active participation in the event organization with on-site or remote interpreters, from the request for quote to its realisation, until the conclusion of the event
- Supervision of invoices in Overdue
- Sales management
- Supervision of Public Administration and private platforms for participation in the tendering process

PROJECT MANAGER'S TASKS

- Receiving and analyzing a translation/interpreting request
- Setting up the translation/interpreting project in its various phases
- Monitoring the progress of the work to ensure that the plan is followed
- Managing the changes needed to achieve the project results
- Recruiting and managing the translation and interpreting team
- Quality control of the finished product
- Project delivery on time and within budget limit

ADDITIONAL INFORMATION

- The working week is from Monday to Friday, from 8:30 am to 5:30 pm (1 hour lunch break)
- The following language certifications are required: English B1, Italian B1
- A certificate of completion will be issued at the end of the internship
- Dress code is required
- The duration of the internship is between 3 and 12 months
- You must be able to commit to work 40 hours per week
- Our internships are voluntary and, as such, are unpaid



CERTIFICATIONS AND QUALITY

Quality has always been our strength: we only select interpreters with at least five years of work experience who are members of one of the major professional associations (AITI, AssolInterpreti, AIIIC, etc.). To achieve a high degree of customer satisfaction, we are committed to guaranteeing the highest quality standards in the provision of translation and interpreting services and to obtaining important quality certifications. Our quality policy is periodically reviewed to be updated and for a continuously improvement of our actions, procedures, and operations through the implementation of our administration systems consistent with **ISO 9001:2015 and ISO 17100: 2017** requirements. This quality policy, together with the objectives pursued and the core values, is an integral part of the corporate culture of LingoYou Group S.r.l. and is transmitted, as such, to the entire team and present in every action, choice, and operation of the company.

SUSTAINABILITY

At LingoYou Group S.r.l. we care about our planet.

Our approach is one of sustainability and environmental protection, and every action we take is aims to minimize the company's environmental impact.

Furthermore, thanks to the help of Treedom (the first site that allows you to plant trees remotely and follow their progress online), LingoYou Group S.r.l. has planted 50 trees in 5 different countries, absorbing 24 tonnes of CO₂, with the sole purpose of combating climate change, loss of biodiversity and deforestation.

The function of trees in our ecosystem is fundamental, and it is worth defending them. By planting new trees, we repay the Earth for what it gives us and help it regain its lost strength. By helping trees, we also help ourselves breathe cleaner and better air.



SAFETY

LingoYou Group S.r.l. cares deeply about its employees' safety. For this reason, our premises are fully compliant with the law, in compliance with all the criteria listed in the regulations concerning the assessment of risks related to work-related stress (Art. 28 c. 1 Legislative Decree 81/08 and subsequent amendments and additions), the Emergency and Evacuation Plan (D. M 10/03/1998 - Annex VIII), also aligning with the parallel regulations concerning risk assessment (Art. 18, 28, 29 Legislative Decree 09/04/2022) as amended by Legislative Decree 106/09) and the Regulation of measures to contrast and contain the spread of the Covid - 19 virus in the workplace (L. 16/05/2020)

ACCREDITATIONS:

- Associazione Italiana Traduttori e Interpreti (AITI),
- Translating and Interpreting (ITI),
- Association of Translation Companies (ATC),
- EU of Associations of Translation Companies (EUATC).





CONTACTS



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