



## **THAIVETCONNECT LIMITED PARTNERSHIP®**

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### **TVC INTERNSHIP**

#### **Intern position: Interpreter and Translator**

##### **RESPONSIBILITIES**

- Translation of documents between language pairs (technical data, instructions, precautions, manuals...), compile terminology glossary list, and classification of translation materials.
- Coordination with different translators or translation partners to manage small translation projects to meet clients' requirement. Assist other staff and other interpreters onsite for different events.
- Check bidding system and finalize translation orders with the client. Search potential customers and provides information about language services and other services, receive orders from domestic and international customers of your language pairs.
- Conduct documentations and provide customers supports and assist other staff to solve problems and complaints from customers. Coordinate with other staff, department, head office and partners to facilitate communication and marketing about services. Other relevant duties as deemed necessary.

##### **REQUIREMENTS**

- Major in specific language or language certificates (IELTS/TOEFL/TOEIC/JLPT/HSK...)
- Office skills and software (Microsoft Word, Excel, PowerPoint, Adobe Reader)
- Good interpersonal skill, problem-solving skill, team-work and individual working under pressures.
- Experience in translation or interpretation (CI/RI/SI), and CAT tools or other translation tools.

##### **BENEFITS**

- Interns can practice real work and gain working experiences and improve other working skills
- Request for reimbursement for expenses related to duties.
- Monthly bonuses for interns who achieve or surpass KPIs satisfactorily, and opportunities for recruitment consideration after KPIs based performance.

##### **TIME & LOCATION**

TVC Bangkok Office: No.78/283 Intraview Building 1, Phraya Suren 19, Bang Chan subdistrict, Khlong Samwa district, Bangkok 10510. Time: 9.00 – 17.00 from Monday to Friday.

## Annexed TOR

The following are tentative details of work assigned to intern iBK08 during the internship period, subjected to further updates and adjustment as deemed necessary.

Item	Detail of work	KPIs and Evaluation
Translation and interpretation	<p>Translation of <a href="#">TVC documents</a> between language pairs.</p> <p>Compile <a href="#">Terminology glossary list</a>, and classification of terms and translation materials.</p>	<ul style="list-style-type: none"> <li>● Translation: &gt;2,800 words/day</li> <li>● Interpretation: &gt;70% satisfaction from the client</li> </ul>
Bidding and assisting sales and marketing	<p>Check bidding system and finalize translation orders with the client at <a href="#">Pasa Bidding</a> and other bidding channels.</p> <p>Search potential customers from different sources, receive orders for your language pairs (Thai – Vietnamese) or other language pairs (English, Spanish, Arabic, French, Chinese, Asian language, Southeast Asian languages)</p> <p>Assist customers supports and provide information to customers about language services and other services.</p>	<ul style="list-style-type: none"> <li>● Number of offer/quotations: &gt;5/week</li> <li>● Number of customers: &gt;5/week</li> </ul>
Coordination and assistance	<p>Coordination with different translators or translation partners to manage small translation projects to meet clients' requirement. Assist other staff and other interpreters onsite or online for different events or projects (via mail, Line/Zalo and other communications)</p> <p>Assisting other staff and partners to facilitate communication, sales and marketing or other supporting assignments. Assist other staff to solve problems and complaints from customers.</p>	<p>Percentage of participation: &gt; 70% of total assigned events/projects.</p> <p>Percentage of assistance: &gt; 70% of total requests by other staff or intern</p>
Documentation and reports	<p>Conduct documentations in <a href="#">Translation List</a> and in <a href="#">iBK08 folder</a>, other relevant duties deemed necessary.</p> <p>Submit regular reports (weekly/monthly) into <a href="#">E-Report system</a>: details of assignments, date, and time, punctuality, work status...</p>	<p>Number of reports: &gt; 3 weekly reports/month, &gt; 3 monthly reports.</p> <p>All assignments are recorded in <a href="#">iBK08 folder</a> with brief overview</p>