

INTERNSHIP PROGRAM

Lingua Technologies International invites highly motivated students of any discipline from reputable universities in the world to gain practical experience and deeper knowledge of Asia's language business industry through working with our organisation as an intern.

1 ABOUT LINGUA TECHNOLOGIES INTERNATIONAL

Established in 1996, Lingua Technologies International is one of the pioneers in translation and localization in Singapore. Today, it is the leading language service provider and is among the most prominent ones in Singapore. The company offers turn-key localization solutions to both local and foreign government agencies, Fortune 500 companies as well as high-growth SMEs in the region and worldwide.

2 TYPES OF INTERNSHIP OPPORTUNITIES AVAILABLE

Internship positions are available in the following core functions of our organization:

Translation
Editorial
Sales/Marketing
Projects Management

The functions above require an internship of at least 4 months for it to be beneficial to both yourself and the organization.

3 BENEFITS OF WORKING AT LINGUA TECHNOLOGIES INTERNATIONAL

- You will work closely with our staff and get first-hand insight into the dynamics of the Asian localization services industry
- An excellent training ground if you want to work in a multi-cultural environment
- Lingua Technologies International values the input of all staff at every level
- If you are interested in exploring career opportunities in Asia, Singapore is an excellent primer given its strategic location and cultural accessibility

4 LINGUA TECHNOLOGIES INTERNATIONAL INTERNSHIP PROGRAM

4.1 OVERALL FORMAT

A limited number of internship positions are available in any one period, throughout the year. Intake to the program is on a continuing basis from different parts of the world with no specific recruitment period.

4.2 ELIGIBILITY CRITERIA

While we welcome applicants from any relevant discipline, you should possess:

- A good academic background from a reputable university
- Strong written and verbal English language skill. Fluency in another Asian or European language is a definite advantage
- Strong communication skill
- High sense of professionalism and cross-cultural awareness
- Teamwork and cross-functional ability
- Strong interest/background in languages, localization solutions or any other fields related to Lingua Technologies International's work scope
- Be computer proficient and familiar with Microsoft applications

4.3 WHEN TO APPLY

You may write to us at any time of the year, based on the university holidays in your country, but always no less than 2 months before the commencement of your internship period.

4.4 TIME FRAME

Internships vary in duration between three months to 12 months and are dependent on the functions you are assigned to.

The program is normally full-time and you are expected to work five days a week (9.00 am to 6.00pm) in the position assigned.

You may be required to work more hours as the work dictates and work hours may be changed by the Company to meet its specific requirements

4.5 ALLOWANCE

Paid overseas interns receive an allowance of SGD1200 a month. This amount is sufficient to live comfortably in Singapore as a student. This allowance is not a salary and as such will not be subject to taxes.

4.6 COST OF LIVING

All costs of travel and accommodation including living expenses must be covered by the intern.

4.7 IMMIGRATION

Lingua Technologies International will arrange for your visa application and pay the fees to the government once your application to the program is approved. The specific type of visa may vary in each case depending on the country you come from.

5 APPLICATION PROCEDURE

Write to us in English at the address provided below via email, providing the following information:

1. Name of university and course and year
 2. Period for which you will be available
 3. Why you chose Lingua Technologies International
 4. Your exam grades
 5. Something about yourself – including your age/ date of birth, nationality
 6. Any past working experiences
 7. Which aspect of Lingua Technologies International's business you are most interested in
 8. English speaking referees whom we could contact
 9. Your recent photo taken within the last 3 months
- We will consider your application and contact you for a telephone interview
 - Following the interview, we may ask you to do a short written test
 - Once selected, we will ask for various documents to obtain an immigration pass for you to live and work in Singapore. This usually takes about 4 – 6 weeks to process. Our Admin staff will also assist you with your accommodation needs.
 - You will be expected to make arrangements to travel to Singapore and arrive here in time for your internship

Please submit your application between 2 – 6 months before the start of the desired internship period to allow us time to process your application.

6 CONTACT US

More information about the company is available on www.translationsingapore.com

Email: jobs@translationsingapore.com

Phone: +65 6576 0138

Address: 161, Lavender Street, #02-12, Singapore 338750