

# Placement Offer Form

1, Makri & Dionysiou Aeropagitou Str., 117 42 Athens

e-mail: [erasmus@iky.gr](mailto:erasmus@iky.gr)

Ph.: +30 210 3726351/ Fax: +30 210 3221863

EMPLOYER INFORMATION	
Name of Organization	EL-TRANSLATIONS G.P
Address	Leoforos Pentelis 2
Postal Code	15234
City	Halandri
Country	Greece
Telephone	+30 2106801333
Fax	+30 2106815247
e-mail	info@el-translations.com
Website	www.el-translations.com
Number of Employees	9
Year of Foundation	2011
Contact Person	Maritina Pantelopoulou
Department/Function	Production and Training Department
Direct Telephone Number	+30 2106801333
Direct Mobile	-
Direct e-mail address	m.pantelopoulou@el-translations.com
Short Description of the Company (Please attach profile of your company, max 1 page)	Please find attached our company profile.
Other	

<b>PLACEMENT INFORMATION</b>	
Number of positions offered for student placement	Internship for Translators
In the Department/Function (where the position is offered)	Production and Training Department
Description of activities the student will be involved in	<p>- <b>Theoretical</b> and <b>practical training</b> in SDL Trados Studio, SDL Trados Multiterm, Wordfast Pro and other CAT tools.</p> <p>- <b>Modern practices</b> and <b>methods</b> required in <b>technical translation</b>, as well as:</p> <p>- Other useful <b>translation tools</b> and supplemental programs required for professional translation.</p> <p>- Trainees <b>become familiar</b> with the <b>most up-to-date translation tools</b> and acquire the <b>necessary training, supplemental knowledge</b> and <b>experience</b> as well as the <b>specialised techniques</b> and professional skills that are <b>invaluable</b> and <b>necessary</b>, allowing them to <b>increase productivity</b> and the <b>quality</b> of translations.</p>
Duration	2 - 3 months
Working Hours/Weekly Hours	9 a.m. – 5 p.m. / 40 hours per week
City	Halandri – Athens
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes      € <input checked="" type="checkbox"/> No
Other	Please find more information about EL-Translations: <a href="http://www.el-translations.com">http://www.el-translations.com</a>

REQUIREMENTS	
Study Field	Translation
Oral and Written Language Skills	<ul style="list-style-type: none"> <li>✓ Greek (level: C2 Excellent )</li> <li>✓ English (level: C2 Excellent)</li> <li>✓ French (level: C2 Excellent)</li> <li>✓ German (level: C2 Excellent)</li> <li><input type="checkbox"/> Other (level:        )</li> </ul>
Computer Skills	Windows XP, 7, MS Office
Drivers license	<input type="checkbox"/> Yes <ul style="list-style-type: none"> <li>✓ No</li> </ul>
Other	

Should you have any questions, please do not hesitate to contact us.

Place Halandri – Greece

Date 8-10-2012

Signature

P.S. The more information you are able to give us on this form, the better we are able to match your offer to a student!

Please return this form by e-mail [erasmus@iky.gr](mailto:erasmus@iky.gr)

## \*Table A - Fields of Education & Training

X	Description
	<b>General Programmes</b>
	<b>Basic/broad, general programmes</b>
	Basic/broad, general programmes
	<b>Literacy and numeracy</b>
	Literacy and numeracy
	<b>Personal skills</b>
	Personal skills
	<b>Education</b>
	<b>Teacher training and education science</b>
	Teacher training and education science (broad programmes)
	Teaching and training
	Education science
	Training for pre-school teachers
	Training for teachers at basic levels
	Training for teachers with subject specialisation
	Training for teachers of vocational subjects
	Teacher training and education science (others)
	<b>Humanities and Arts</b>
	<b>Arts</b>
	Arts (broad programmes)
	Fine arts
	Music and performing arts
	Audio-visual techniques and media production
	Design
	Craft skills
	Arts (others)
	<b>Humanities</b>
	Humanities (broad programmes)
	Religion
	Foreign languages
	Mother tongue
	History and archaeology
	Philosophy and ethics
	Humanities (others)
	<b>Social sciences, Business and Law</b>
	<b>Social and behavioural science</b>
	Social and behavioural science (broad programmes)
	Psychology
	Sociology and cultural studies

	Political science and civics
	Economics
	Social and behavioural science (others)
	<b>Journalism and information</b>
	Journalism and reporting
	Library, information, archive
	Journalism and information (others)
	<b>Business and administration</b>
	Business and administration (broad programmes)
	Wholesale and retail sales
	Marketing and advertising
	Finance, banking, insurance
	Accounting and taxation
	Management and administration
	Secretarial and office work
	Working life
	Business and administration (others)
	<b>Law</b>
	Law
	<b>Science, Mathematics and Computing</b>
	<b>Life science</b>
	Biology and biochemistry
	Environmental science
	Life science (others)
	<b>Physical science</b>
	Physical science (broad programmes)
	Physics
	Chemistry
	Earth science
	Physical science (others)
	<b>Mathematics and statistics</b>
	Mathematics
	Statistics
	Mathematics (others)
	<b>Computing</b>
	Computer science
	Computer use
	Computing (others)
	<b>Engineering, Manufacturing and Construction</b>
	<b>Engineering and engineering trades</b>
	Engineering and engineering trades (broad programmes)
	Mechanics and metal work
	Electricity and energy
	Electronics and automation
	Chemical and process

	Motor vehicles, ships and aircraft
	Engineering and engineering trades (others)
	<b>Manufacturing and processing</b>
	Manufacturing and processing (broad programmes)
	Food processing
	Textiles, clothes, footwear, leather
	Materials (wood, paper, plastic, glass)
	Mining and extraction
	Manufacturing and processing (other)
	<b>Architecture and building</b>
	Architecture and town planning
	Building and civil engineering
	Architecture and building (others)
	<b>Agriculture and Veterinary</b>
	<b>Agriculture, forestry and fishery</b>
	Agriculture, forestry and fishery (broad programmes)
	Crop and livestock production
	Horticulture
	Forestry
	Fisheries
	Agriculture, forestry and fishery (others)
	<b>Veterinary</b>
	Veterinary
	<b>Health and Welfare</b>
	<b>Health</b>
	Health (broad programmes)
	Medicine
	Nursing and caring
	Dental studies
	Medical diagnostic and treatment technology
	Therapy and rehabilitation
	Pharmacy
	Health (others)
	<b>Social services</b>
	Child care and youth services
	Social work and counselling
	Social services (others)
	<b>Services</b>
	<b>Personal services</b>
	Personal services (broad programmes)
	Hotel, restaurant and catering
	Travel, tourism and leisure
	Sports
	Domestic services
	Hair and beauty services



Education and Culture DG

Lifelong Learning Programme



HELLENIC DEMOCRACY  
MINISTRY OF EDUCATION  
LIFE LONG LEARNING AND RELIGIOUS  
AFFAIRS

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STATE SCHOLARSHIPS FOUNDATION  
(I.K.Y.)  
DIRECTORATE FOR SPECIAL PROGRAMMES  
AND INTERNATIONAL SCHOLARSHIPS  
UNIT FOR EUROPEAN UNION  
PROGRAMMES

	Personal services (others)
	<b>Transport services</b>
	Transport services
	<b>Environmental protection</b>
	Environmental protection (broad programmes)
	Environmental protection technology
	Natural environments and wildlife
	Community sanitation services
	Environmental protection (others)
	<b>Security services</b>
	Security services (broad programmes)
	Protection of persons and property
	Occupational health and safety
	Military and defence
	Security services (others)
	<b>Other (please list)</b>
<b>X</b>	Translation