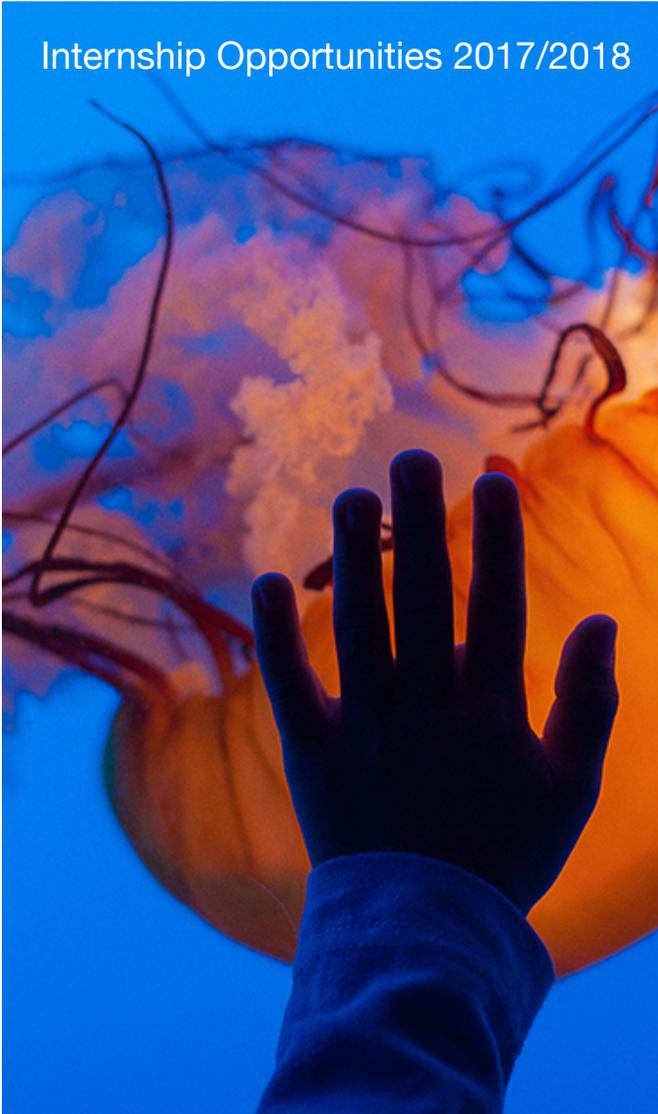


# Global Voices

## On a mission

Shaping talent into professional  
high achievers

Internship Opportunities 2017/2018



## About Global Voices

Global Voices is one of Europe's fastest growing LSPs (Language Service Providers) supporting blue-ship companies realise their global reach through our translation and interpretation services.

Established in 2004, the GV group is now a top player within a fast growing industry. Our network of over 5000 linguists allow us to deliver communication services in more than 140 languages.

With an enviable reputation for expertise and quality of service, GV has developed outstanding leaders who team up to deliver what we promise.

We play a critical role in building a better working world for our team, our clients and our communities.

## Some of our partners

Choosing to do an internship with GV means working with a wide range of industry sectors.



## Supportive environment

Global Voices is committed to providing you with training, amazing experiences and continuous coaching to ensure you achieve your full potential.

### Induction & Orientation

When you join the team our induction covers a comprehensive introduction to Global Voices, its systems and procedures. You are paired with a "buddy" who ensures your settling in period is an enjoyable one.

Your line manager and the HR department work together to provide professional learning and development. They do this through a combination of E-learning sessions via our Intranet, classroom led coaching and frequent reviews. At GV we are passionate about nurturing talent and you are expected to put your knowledge into action and develop new skills. Finally, you get to work with some of the brightest and most passionate individuals in the industry.



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# Choosing your department

## Development, Finance & HR

These departments keep Global Voices evolving and running like clockwork! We offer a limited number of internships in our Finance, Human Resources and Software development departments. If you're studying in a relevant subject and would like to gain experience working alongside our in-house teams, then this could be the placement for you.

**Preference** will be given to students studying a Finance, Human Resources or IT/web development related discipline.



## Business Development

Our Business Development department is where it all begins! From researching new markets, prospecting new clients and winning new accounts, this is the department where those with an entrepreneurial spirit can really shine. Here you will find our Business Developers and Account Managers growing and nurturing our expanding client base all over the globe.

Typical roles in our Business Development department are: Business Development Executive, Business Development Manager and Account Manager.

**Preference** is given to graduates with a degree in Business, international management or Economics related discipline.

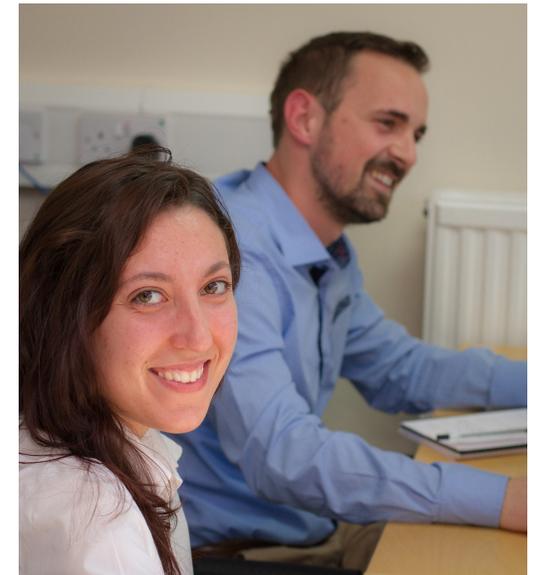


## Operations

Our Operations department is where we make it happen! Project Managers, Linguists, Analysts and Interpretation Specialists work together in synergy to manage projects and source the perfect translators and interpreters to match each client's requirements. It's in this department that those with meticulous planning, a keen eye for detail and the ability to multitask find themselves excelling.

Typical roles in our Operations department are: Project Manager, Translator, Project Analyst, Interpretation co-ordinator, Quality Manager as well as HR, IT, Development and Finance.

**Preference** is given to graduates with relevant degrees.



## Getting here

From Edinburgh Airport to Stirling, you can catch an Airline bus to Waverley or Haymarket train station. Trains run to Stirling every 30 minutes from both train stations.

From central Stirling to Global Voices is less than 10 minutes by bus. Catch bus No.62 or No. 62A from the main bus station (located beside Stirling Train station). It drops you right outside the office. Bus No. 63 will take you student travel card you need to complete the following form: <https://www.firstgroup.com/students/scotlandeast/idcard.php>

A few brave souls cycle to and from the office each day. Stirling has beautiful scenery and is a cyclist dream.

If you drive, we have able free parking all year round. A parking permit can be obtained from HR and it is absolutely free.



## Finding accommodation

Many of our employees and students coming here for internships found their accommodation through University groups on Facebook and Social Media. Other popular choices were;

[www.spareroom.co.uk](http://www.spareroom.co.uk)

[www.gumtree.com](http://www.gumtree.com)

<http://www.rightmove.co.uk/>

If you would prefer to find accommodation when you arrive, The Willy Wallace Hostel has got the thumbs up from staff as a temporary option. <http://www.willywallacehostel.com/>



## Let's have some fun!

**Sports activities** - Enjoy being part of our football, basketball or volleyball team.

**Intern of the month competition** - Each month an intern is chosen by the whole team for being extra special, the winner gets a trophy .

**Cinema nights** - Global Voices recognises that it is not all about work, enjoy our cinema nights in a relaxed atmosphere. We might throw in some popcorn on the night..

**Special events** - In addition to our renown night outs in Edinburgh and Glasgow, you can participate and join the fun in our Carnival, Halloween, Easter or Christmas parties. Great to meet team members outside the office!

**Hiking** - Is one of Scotland's national sports. We are truly spoiled for choice and once up there, the sense of achievement is fantastic.



## What to wear

The weather in Scotland is changeable all year **round**. No matter if it is July or December you will benefit at some point from an umbrella or a waterproof coat! We have a saying in Scotland “If you don’t like the weather, wait 5 minutes” as it’s not uncommon to experience what seems like all four seasons in a single day... or even an hour! While it’s a national pastime to complain about the weather, we do get some sunny days and the wet ones are what keeps our beautiful landscape lush and green.

## Dress to Impress

### Monday to Thursday



We have a Business Casual dress code Monday to Thursday.

As a general rule, this means;

For Men : Smart trousers and a collared shirt, with or without a tie.

For Women: Dress, or smart skirt/trousers and a shirt or jumper.

We ask that piercings are kept to **discreet ear studs only**, for both men and women and any visible tattoos are covered

### Fridays



Friday is a casual day, Jeans, trainers/sneakers and other leisure wear can be worn too...get comfy!

## Shop until you drop

The Thistles is Stirling's largest shopping centre, with over 80 stores and big name brands all under one roof in the heart of the city. Stores include Pandora, Primark and Marks & Spencer, as well as fashion labels including Topshop, River Island, Superdry and a Debenhams department store. <http://www.thethistles.com/>



## Feeling under the weather?

If you find yourself unwell while you are here, you are in safe hands! Medical care in Scotland is free for students and employees from European Economic Areas (EEA) who are planning to stay for a minimum of 3 months or more. Emergency dental care as well as Accident and Emergency services are also provided without charge.

We would recommend that you obtain a European Health Insurance Card from your own local health or social benefits/insurance office before arriving in Scotland.

For general coughs, colds and minor ailments, the pharmacies in the UK sell a whole range of painkillers, flu remedies and medical supplies without having to wait to see a GP. Just go along and the pharmacist can advise you on the best product to use.



## Seeing a doctor

If you need to see a doctor, many of our interns use the Airthrey Park Medical Centre if they need to see a GP while they are here. It's a popular choice as it's on the University Campus and close to the Global Voices office. <http://www.apmc.co.uk/>

If you have moved here permanently, you can choose any medical or dental practitioner you wish, as long as you are in their catchment area. A popular dental practice in Stirling is Tooth Plus <http://toothplus.co.uk/>

When your regular services are closed and you are too unwell to wait until they re-open, you can access out of hours services through **NHS 24**, which is a free NHS helpline.

Dial **111** from a landline or mobile phone and the operator will take some details and advise if you should treat the condition at home, refer you to an out of hours GP, or send you to Accident & Emergency for treatment.

<http://www.nhs24.com/>



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## Case studies

### **Camille - Operations Department**

Camille joined as a Translator and Quality Manager in 2016 after gaining an MA in Interpreting and Translation from Herriot Watt University.

“After studying a degree in languages, I knew that I wanted to pursue a career in translation. I was initially attracted to Global Voices as they seemed to be a modern and dynamic company with huge potential for growth - and they have more than lived up to my expectations since!

What I love most about this job is the team. The advantage of working for a fast-growth company is that I feel that rather than being valued for the role that I fill, I am invested in as a person”.

### **Manuel - Sales Department**

Manuel Joined in 2011 after graduating in Economics, and in the space of five years, he has been promoted 4 times - now as Head of Account Management for Europe, his team are responsible for developing the relationship with our clients.

“One of the main reasons I love working for Global Voices is the culture. We have ambitions to become the best company in our industry. I have been fortunate to have shared the journey so far with an amazing team who never stop helping me develop my skills”.



Submit your  
application:  
[Click Here](#)



A bridge with one pillar will never  
hold its weight

Engineer a career with a team you  
can rely on