Downloaded from <https://www.velvetjobs.com/job-descriptions/project-management-internship>

# Example of Project Management Internship Job Description

Our innovative and growing company is looking for a project management internship. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management internship

* Small translation tasks
* Working on Media (subtitling, voice over, graphic replacement) projects from beginning to an end
* Looking for corresponding voice talents in the data base, prospective research and testing of the new voice talents
* Final checking deliverable documents against the source to make sure product meets client needs
* Ensuring deadlines are met with the vendors and coordination of the work with other production departments
* Preparing job folders and files for translation, managing media templates
* Issuing POs for vendors
* Carrying out linguistic final eyes
* Learn Project Management Methodology based on PMI, CMMi knowledge
* Contribute to formalize the Project Management Methodology for all SEE Project typologies

## Qualifications for project management internship

* Excellent written and verbal French and English communication skills, other languages would be an asset
* Some linguistic/Translation background
* Be able to sign an internship agreement with the University you are enrolled in (required)
* Contribute to the management of an on-going worldwide transformation project (including project follow-up, preparation of committees, budget follow-up, help coordinate country and regional audit teams, and testing)
* Contribute to ad-hoc project or audit work
* Contribution to the administration of the Group tool for dispensation process