



Alliance Française De Delhi
Position – Translation Cell Intern

ABOUT:

Alliance Française de Delhi is a leading cultural and educational institution that provides French classes and is dedicated to promoting India's French language and culture.

We are seeking a dynamic and skilled candidate who will collaborate closely with the Translation Cell, responsible for verifying documents through online meetings for all translation orders. Additionally, they will oversee the preparation of invoices and reports. Alongside receiving and delivering the certified translation documents during the translation procedure.

KEY RESPONSIBILITIES:

- Working closely with the Translation Cell Coordinator.
- Perform online document verification for all translation orders placed online.
- Notify the candidate in case of any anomalies and additional file requirements.
- Authorize appointment with clients for translation collection and send the soft copy of the certified copy of translation.
- Ensure the preparation of daily invoices and monthly reports.

KEY QUALIFICATIONS:

Skills & Educational Qualifications:

- Graduate /undergraduate in any discipline.
- A2/B1 Level (DELF) of French language.
- Knowledge of MS Excel and MS Outlook.
- Respecting protocols and internal instructions.

Personal Qualities:

- Sense of organization, listening and patience.
- Taking initiative, adaptable and proactive.
- Team spirit with excellent interpersonal skills.
- Team player.
- Clarity, organisation and flexibility of time.

HOW TO APPLY:

If interested, kindly send your CV + Cover Letter at career@afdelhi.org latest by **16/05/2025**.

Kindly Specify subject of the message as **Application for “Translation Cell Intern”**

For any queries: contact: hr_coordinator@afdelhi.org

Important Dates:

- **Time Period: 3 months (from July to September)**
- **Monthly Stipend: Rs. 17,000 Monthly**
- **Start Date: 01st July 2025**

Thank you for your application. We will only be contacting shortlisted candidates for this position. If you do not receive any further communication from us, please consider that your application was not selected on this occasion.

