



Lifelong Learning Programme



## Erasmus Student Work Placement in the UK

<b>EMPLOYER INFORMATION</b>	
Name of organisation	Codex Global Limited.
Address inc post code	Atlantic House, 351 Oxford Street, London W1C 2JF
Telephone	<b>m</b> +44 (0)7585 906 425
Fax	N/A
E-mail	Karin.nielsen@codexglobal.net
Website	www.codexglobal.net
Number of employees	24
Short description of the company	<p>Codex is a global language services provider in the middle of an aggressive growth phase. We offer the full range of language services including website and software localisation, interpreting, engineering and DTP and work with some of the Worlds leading blue-chips, translating content into over 150 languages. Our clients come from a variety of industry sectors including IT/Software, Finance &amp; Legal, Fashion &amp; Retail and Life Sciences to name but a few.</p> <p>We are a high-tech, young and dynamic organisation and are always on the look-out for exceptional talent.</p>
<b>CONTACT DETAILS</b>	
Contact person for this placement	Indira Lorenzo
Department and designation / job title	Production Manager
Direct telephone number	+44 (0)20 7647 9555
E-mail address	indira.lorenzo@codexglobal.net
<b>Application Procedure</b>	
Who to apply to (including contact details)	Indira Lorenzo – see above
Deadline for applications	No deadline as we consider interns on an on-going basis. We currently have 3 positions.

Application process	Submission of CV to Indira, we review internally, telephone interview/s and face to face if in London.
Other	As we receive a lot of applications, we encourage people to research the company before applying and to attach a relevant covering letter explaining why we should choose them.

Please provide as much information on the placement as possible – too much information is better than not enough!

<b>PLACEMENT INFORMATION</b>	
Department / Function	Language Services – Translation/Localization Project Management and / or engineers.
Description of activities	Interns will be trained on managing simple and later more complex translation and localization projects. Key activities include: Liaising with translators and customers, query resolution, liaising with DTP and engineering resources, project planning and scheduling, invoicing and budget management. Interns will be required to work using our state of the art Translation Management System and Translation Memory tools.
Location	Atlantic House, 351 Oxford Street, London, W1C 2JF
Start Date	Negotiable
Duration	6 months - minimum
Working hours per week	37.5 hours per week. 09:00 – 17:30
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	We pay our interns a nominal fee of £250 per month to cover travel and other expenses.
Other	Codex runs a very successful internship program and we are proud to have been able to help the best interns into full time employment with us at the end of their internship. With this in mind, we only consider applicants who are in their final year of study and therefore potentially available for employment following their internship. We can support interns for the duration of the program by giving them relevant projects to work on as well as time to finalise their dissertations.

## COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	As we are a language services provider, all languages are potentially of interest and will be considered. German, Russian, Polish and Spanish are particularly relevant but this should not deter anyone from applying. All applications will be considered.
Computer skills and level of skills required	We are a high-tech business in a high-tech industry so applicants should be computer literate and have experience in the following: <ul style="list-style-type: none"><li>• MS Office (e.g. Word, Excel, PowerPoint, Outlook) Intermediate – Advanced</li><li>• CAT Tools (e.g. Trados, MemoQ, Passolo, Multi Term) Beginner – Intermediate</li></ul> We use the latest TMS and CAT applications. Full training will be provided but applicants should feel confident in using and learning new technologies.
Drivers license	Not required
Other	As our interns are required to interact with suppliers and customers, it is essential that applicants have very strong interpersonal and communication skills. The position is perfect for out-going personalities who enjoy working in a dynamic team and thrive on building rapport with 3 <sup>rd</sup> parties.

## INFORMATION PROVIDED BY

Name	Karin Nielsen
Department / Function	Commercial Director
E-mail address	karin.nielsen@codexglobal.net
Phone number(s)	+44 (0)20 7647 9555
Date	07.06.2012

Please return this form by email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)