

TRANSLATION PROJECT COORDINATOR – INTERNSHIP

Are you a dynamic and enthusiastic graduate looking for an internship in central London?

If so, read on...

We are looking for highly motivated and ambitious interns who are interested in learning about translation and localisation vendor management, working from our offices on Oxford Street, London. Our internship program has been running for 7 years and we have been able to offer many of the best interns full time employment at the end of their 6 month internship.

If you are highly ambitious, motivated, out-going and have a professional qualification in Translation/Interpreting/Language Technologies, we want to hear from you!

You should only apply if you have a genuine interest in pursuing a career in this field and are available for a duration of 6 months.

Please send your application (CV & cover letter) to Ksenia Ivanova: Ksenia.Ivanova@CodexGlobal.net

EMPLOYER INFORMATION	
Company	Codex Global Limited.
Address	Atlantic House, 351 Oxford Street, London W1C 2JF
Telephone	+44 (0) 207 467 9555
Website	www.codexglobal.net
Short description of the company	<p>Codex is a global language services provider offering the full range of language services including website and software localisation, interpreting, engineering and DTP and work with some of the World's leading blue-chips, translating content into over 150 languages. Our clients come from a variety of industry sectors including IT/Software, Finance & Legal, Fashion & 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>
CONTACT DETAILS	
Contact person	Ksenia Ivanova, Production Manager
Telephone	+44 (0)20 7647 9511
E-mail	Ksenia.Ivanova@CodexGlobal.net
PLACEMENT INFORMATION	
Department / Function	Language Services – Translation/Localisation Project Management and/or Engineering
Description	<p>Duties will include (but not limited to):</p> <ul style="list-style-type: none">✓ Liaising with linguists and customers✓ Query resolution✓ Liaising with DTP and engineering resources

	<ul style="list-style-type: none"> ✓ Project planning and scheduling ✓ Invoicing and budget management ✓ Working with CAT tools and managing linguistic assets ✓ Negotiation and mediation ✓ Quality assurance and adherence to ISO 9001
Location	Atlantic House, 351 Oxford Street, London, W1C 2JF
Start Date	Negotiable
Duration	6 months - minimum
Working hours	37.5 hours per week. 09:00 – 17:30 (including 1 hour lunch break)
Details of financial and “in kind” support to be provided	<p>Months 1 to 3 we pay our interns £350-£450 per month (depending on performance) to cover travel and other expenses.</p> <p>For months 4 to 6 we pay £350-£450 plus additional £300 per month (to match Erasmus contributions for months 1-3).</p>
Other	<p>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.</p>
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	<p>As part of the Production Department you will be contacting a wide variety of linguists worldwide, English is usually a common language across all suppliers. This contact will be by email and on the phone so a high level of English is required.</p>
Computer skills and level of skills required	<p>We are a high-tech business in a high-tech industry so applicants should be computer literate and have experience in the following:</p> <ul style="list-style-type: none"> • MS Office (e.g. Word, Excel, PowerPoint, Outlook) Intermediate – Advanced • CAT tools (e.g. SDL Trados, MemoQ, Multiterm etc.) Beginner – Intermediate <p>We use the latest TMS and CAT applications. Full training will be provided but applicants should feel confident in using and learning new technologies.</p>
Profile we are looking for	<p>We are looking for a proactive candidate with a can-do attitude and interest in languages and area studies. Communication and team work are key in this role and is required on the daily basis. Pressure handling and problem solving skills as well as very good time management with prioritising workload should be at a high level so that you will be able to multitask. Experience in basic social media is a bonus!</p>
Other	<p>As our interns are required to interact with suppliers and all members for the Translate Group, 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 3rd parties.</p>