

## INTERPRETING AND VENDOR 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, outgoing we want to hear from you!

**You should only apply if you are available for a duration of 6 months.** Please send your application (CV & cover letter) to Ksenia Ivanova: [Ksenia.Ivanova@CodexGlobal.net](mailto: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	<a href="http://www.codexglobal.net">www.codexglobal.net</a>
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 &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>
CONTACT DETAILS	
Contact person	Ksenia Ivanova, Production Manager/Quality Representative
Telephone	+44 (0)20 7647 9511
E-mail	<a href="mailto:Ksenia.Ivanova@CodexGlobal.net">Ksenia.Ivanova@CodexGlobal.net</a>
PLACEMENT INFORMATION	
Department / Function	Language Services – Vendor Management & Interpreting Coordination
Description	<p>Duties will include (but not limited to):</p> <ul style="list-style-type: none"> <li>✓ coordination of interpreting projects from start to finish including sourcing suitable candidates, interviewing and briefing, negotiating budgets and deadlines, establishing schedules, assigning interpreters etc.</li> <li>✓ monitoring projects to ensure acceptable performance standards are maintained</li> <li>✓ coordination of resources and interpreting assets</li> <li>✓ establishing and maintaining strong communication with customers and suppliers</li> <li>✓ acting as a liaison for problem solving</li> </ul>

	<ul style="list-style-type: none"> <li>✓ outsourcing linguists to complete language services projects for our Production department and assistance to project managers if and when required</li> <li>✓ taking new suppliers through the registration process and testing them if and when required</li> <li>✓ researching the market for new opportunities, offers, technical developments, events, pricing etc.</li> <li>✓ providing reports to Sales, Production and Vendor Management departments</li> <li>✓ negotiation and mediation</li> <li>✓ quality assurance and adherence to ISO 9001</li> </ul>
Location	Atlantic House, 351 Oxford Street, London, W1C 2JF
Start Date	Negotiable (ongoing recruitment)
Duration	6 months - minimum
Working hours	37.5 hours per week. 09:00 – 17:30
Details of financial and “in kind” support to be provided	£650-£750 per month (depending on training, exposure and performance) 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.
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
Languages and level of competence required	As part of the Vendor Management & Interpreting Coordination 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.
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"> <li>•MS Office (e.g. Word, Excel, PowerPoint, Outlook) Intermediate – Advanced</li> </ul> <p>We use the latest Business Management Systems. Full training will be provided but applicants should feel confident in using and learning new technologies.</p> <p>Knowledge of CAT tools is desirable but not compulsory</p>
Profile we are looking for	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!
Other	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 outgoing personalities who enjoy working in a dynamic team and thrive on building rapport with 3 <sup>rd</sup> parties.