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www.codexglobal.net

codex GLOBAL

LOCALISATION ENGINEER – INTERNSHIP

Are you an enthusiastic graduate looking for an internship?

If so, read on...

We are looking for highly motivated and ambitious interns who are interested in learning about translation and localisation. Our internship programme has been running for 7 years and we have a high retention rate for the candidates who successfully complete their 6 month internship with us.

If you are highly ambitious, motivated, dynamic 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 talentmanagement@codexglobal.net

EMPLOYER INFORMATION	
Company	Codex Global Limited.
Address	The Bridge, 21 Cellini Street, Nine Elms, London SW8 2FQ
Telephone	+44 (0) 207 467 9555
Website	www.codexglobal.net
Short description of the company	Codex is a global language services provider offering the full range of language services including translation, website and software localisation, transcreation, copywriting, interpreting and DTP and work with some of the world's leading brands, translating content into over 150 languages. Our clients come from a variety of industry sectors including Fashion & Retail, FMCG, IT/Software, Finance & Legal, and Life Sciences to name but a few. We are a high-tech, young and dynamic organisation and are always on the look-out for exceptional talent.
CONTACT DETAILS	
Contact person	Talent Management Team
E-mail	talentmanagement@codexglobal.net
PLACEMENT INFORMATION	
Department / Function	Production – Localisation Engineering
Description	Duties will include (but not limited to): ▪ Project and source content assessment ▪ File analysis and engineering process planning ▪ Technical problem solving and subsequent recommendations to Project Manager ▪ Preparation of files for the translation process ▪ Preparation of localised files for final delivery to the customer

London | Barcelona | Milan

Registered in England and Wales. Company Number 04623626

	- Outsourcing of specific tasks to external partners as required - Technical QA in-line with the pre-defined workflow - Ongoing review of available tools and opportunities for CAT workflow improvement - Learning!
Location	Remote working until further notice. Please check with our Talent Management team for more details.
Start Date	Flexible
Duration	6 months
Working hours	37.5 hours per week, Monday to Friday, 09:00 – 17:30 (including 1 hour lunch break)
Details of financial and "in kind" support to be provided	£650-£750 per month allowance (depending on training, exposure and performance)
Other	Codex runs a very successful internship programme 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 programme 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 part of the Localisation Engineering department you will be assisting the IT Director in daily tasks and helping Project Managers to face all sort of technical difficulties. You will learn the insights of the job of a Localisation Engineer and will have the opportunity to learn many different tools and technical skills. A high level of English is required.
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: - MS Office (e.g. Word, Excel, PowerPoint, Outlook) Intermediate – Advanced - CAT tools (e.g. SDL Trados, MemoQ, Multiterm etc.) Intermediate – Advanced - Eager to learn XML, HTML, RegExp, etc! We use the latest TMS and CAT applications. Full training will be provided but applicants should feel confident in using and learning new technologies.
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 a 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 of the Codex Group, it is essential that applicants have very strong interpersonal and communication skills. The position is perfect for energetic personalities who enjoy working in a dynamic team and thrive on building rapport with 3rd parties.