

## IN-HOUSE TRANSLATION INTERNSHIP – FRENCH/DUTCH

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. This is an exciting opportunity for a brand-new role within the business.

If you are highly ambitious, motivated, dynamic and have a professional qualification in Translation/Language Technologies or related disciplines, 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](mailto: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 | <p>Codex is a global language and content provider offering the full range of multilingual 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 &amp; Retail, FMCG, IT/Software, Finance &amp; Legal, 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                   | Talent Management Team  |
| E-mail                           | talentmanagement@codexglobal.net  |
| PLACEMENT INFORMATION            |   |
| Department / Function            | Production – In-house Translator  |
| Description                      | <p>Activity will include (but not limited to):</p> <ul style="list-style-type: none"> <li>▪ Providing the production team and other departments across the business with translation support when needed</li> <li>▪ Translating a variety of content types, incl. but not limited to marketing, fashion, retail, luxury and FMCG</li> <li>▪ Adherence to established glossaries, style guides and other linguistic references</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>▪ Proofreading and quality assurance of translations completed by other linguists as required</li> <li>▪ Working with CAT tools and our Translation Management System</li> <li>▪ Creating linguistic assets for key accounts</li> <li>▪ Liaising with project managers, DTP/audio-visual resources and other departments across the group</li> <li>▪ Query resolution</li> <li>▪ Workload planning and scheduling</li> <li>▪ Providing the Quality Assurance team with support where workload allows</li> <li>▪ Adherence to ISO 9001 and ISO 17100</li> </ul> |
| Location  | Remote working until further notice. Please check with our Talent Management team for more details.   |
| Start Date  | Flexible  |
| Duration  | 6 months  |
| 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.  |
| <b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>    |   |
| Languages and level of competence required                | We are looking for a candidate with fluent/advanced English and Spanish/Italian skills and a native speaker of French/Dutch. A professional qualification in Translation, Language Technologies or related discipline is required.  |
| Computer skills and level of skills required              | <p>We are a digitally enabled 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> <li>▪ CAT tools (e.g. SDL Trados, MemoQ, etc.) Beginner – Intermediate</li> </ul> <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                                | We are looking for a proactive candidate with a can-do attitude and interest in languages and linguistics. Communication and teamwork are key in this role and are required on a daily basis. Exceptional attention to detail, commitment to achieving extremely high levels of quality and a methodical approach are all important for this role. Pressure handling and problem-solving skills as well as very good time management skills and flexibility with prioritising workload should be at a high level so that you will be able to multitask.   |
| Other   | As our interns are required to interact with all members of the Codex Group as well as with our talent, 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 3 <sup>rd</sup> parties.   |