



Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Codex Global
Address inc post code	Atlantic House, 351 Oxford Street, London W1C 2JF
Telephone	+44 (0)207 647 9555
Fax	+44 (0) 207 900 6060
E-mail	megan.butler@codexglobal.net
Website	www.codexglobal.net
Number of employees	20
Short description of the company	Codex is a young, dynamic and innovative language services provider in the midst of a rapid growth phase. We specialise in providing global businesses with a comprehensive suite of translation, localisation, technology and consultancy solutions all of which are tailored to client requirements. Our clients range from SMEs to major Blue Chips and household brands which means that our work is not only extremely varied but also very exciting!
CONTACT DETAILS	
Contact person for this placement	Megan Butler
Department and designation / job title	Office Manager – Codex Translate
Direct telephone number	+44 (0)207 647 9517
E-mail address	megan.butler@codexglobal.net
Application Procedure	
Who to apply to (including contact details)	Megan Butler
Deadline for applications	On-going recruitment
Application process	Email CV and Covering Letter to above address. Include "Sales Internship Application" in the subject line.
Other	Additionally, please call +44 (0)207 183 5089 and follow the instructions. You will be asked to leave a short message to convince our talent-spotters why we should take you forward to the interview

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

PLACEMENT INFORMATION	
Department / Function	Sales Codex Translate
Description of activities	<p>Working closely with our business development team, you will gain exposure to a variety of tasks including but not limited to:</p> <ul style="list-style-type: none"> - Cold calling / appointment setting - Prospect and lead research - Data inputting - Customer service calls - Quote chasing <p>We provide on-the-job as well as theory-based training and you should expect to hone your skills in the following areas during the course of your internship:</p> <ul style="list-style-type: none"> - Insight into the localisation industry - Sales cycle - Cold-calling techniques - Account Management - Research - Sales methodologies - Presenting - Proposal writing
Location	Central London
Start Date	On-going recruitment
Duration	6 months from start date
Working hours per week	37.5
Accommodation (please select)	<input checked="" type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and "in kind" support to be provided	You will receive a monthly allowance of £250 and are entitled to 7 holidays during the internship
Other	Codex has been running a highly successful internship program in several departments for a number of years. We are extremely proud to have been able to offer more than 75% of our interns a permanent position upon completion of their program. Interns stand out from the crowd will have the potential to join our sales team at the end of their internship. Our junior sales roles offer a

	fantastic opportunity for newcomers to develop their career in an environment with unlimited earnings potential and involve both domestic and international travel.
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COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Fluent spoken and written English (additional languages are considered an advantage)
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) <p>Intermediate – Advanced</p> <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>
Drivers license	N/A
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 out-going personalities who enjoy working in a dynamic team and thrive on building rapport with 3rd parties.

INFORMATION PROVIDED BY

Name	Megan Butler
Department / Function	Office Manager – Codex Translate HQ London.
E-mail address	Megan.butler@CodexGlobal.Net
Phone number(s)	+44 (0)207 647 9517
Date	06/01/2013

Please return this form by email to erasmus@britishcouncil.org