

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 global language services provider in the middle of an aggressive growth phase. We offer 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.
CONTACT DETAILS	
Contact person for this placement	Megan Butler
Department and designation / job title	Head of Vendor Management – 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 "Vendor Management Internship Application" in the subject line.
Other	

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

PLACEMENT INFORMATION	
Department / Function	Vendor Management
Description of activities	<p>Vendor Management department is responsible for our database of vendors which is what the Translate department is built on. We're experiencing a really high expansion rate in Translate so it's a really exciting time to be here.</p> <p>Your main role will be as Vendor Management Coordinator working alongside the Head of Vendor Management in the London Office. You will be responsible for:</p> <ul style="list-style-type: none"> - Strategic outsourcing and asset growth - Outsourcing - Using Social media and online forums - Quality assurance - Average buying rates - Negotiation
Location	Central London
Start Date	On-going recruitment
Duration	6 months from start date
Working hours per week	37.5
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input 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	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of	As part of the Vendor Management Department you will be contacting a wide variety of linguists worldwide, English is usually

competence required	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"> • MS Office (e.g. Word, Excel, PowerPoint, Outlook) Intermediate – Advanced • Knowledge of CAT tools is a plus <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	Head of Vendor Management – Codex Translate
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