



Administration Assistant in Language School

WHERE? Murcia, Spain

WHEN? Position available from 05.2016

DURATION: minimum 5 months

HOW MANY HOURS? full time, 40h/week

It is a language school located in Murcia, beautiful city in southern Spain. This school offers courses in all major European languages for Spanish students, including the possibility of attending intensive English courses in English speaking countries and to prepare the official examinations of the University of Cambridge. On the other hand they offer Spanish courses for foreign students at various levels.

The tasks are varied:

- Preparation for English Exams (PET B1-B2-C1-FCE and CAE);
- Tutoring of English and / or German school students.
- Customer service in Spanish. Explanation of prices, services, hours and other information from academy to customers.
- Promotion of the company on social networks (Facebook, Twitter, LinkedIn, Foursquare, Google +, Youtube, etc..).
- Search for centers abroad to seek collaborations in language courses.
- Translation English-Spanish and Spanish-English documents, web pages, emails, etc..
- Finding accommodation service for newcomers.
- Design of marketing and sales strategies to increase the number of customers.

We are looking for:

- Studies: Marketing, Comercial, Administration, Tourism
- Languages: **Spanish and English B2**

We offer: Remuneration: **300 EUR/month + language course**

Help with finding the accomodation

APPLY NOW! Please send us your CV in English or Spanish on

interns@ies-consulting.es with title Language School or register on our website
http://www.ies-consulting.es/internships/student_form.php

* Our recruitment process is free. Only if you got accepted and the company will confirm your application we require administration fee. All our internships provide salary, so we guarantee that costs of the services will pay off.