

## **ADMINISTRATIVE ASSISTANT INTERN JOB AND INTERNSHIP DEPARTMENT**

### **CEI LONDON**

#### **Company's description**

CEI – Work, travel and study - London, is part of the CEI Group, based in France and created in 1947, whose various activities are Education and Training, as well as Culture and Tourism - <http://www.groupe-cei.fr/groupe-cei>

Our branch based in central London is specialized in **jobs and internships placements, English courses and accommodation** for individuals and groups coming from Europe, or beyond - <http://www.cei-work-travel-study.com/>

This is a good opportunity to work within a French and English environment. You will be part of a friendly and dynamic team experienced in training and monitoring interns.

The London Branch is currently looking for 1 Intern, to start from September 2018 for a minimum of 4 months.

#### **Main responsibilities:**

- Organising group meetings being held by consultants and taking minutes
- Following up documents completion (booking forms, internship agreements, proofs of attendance and Europass documents)
- Translating and/or correcting CVs on demand
- Ensuring and maintaining our database is up to date
- Helping successfully to build relationships and expand our range of employment partners
- Following up candidate's progress throughout their placement by sending to students and companies questionnaires, phoning, and emailing

An **intermediate level in English and advanced French** is required.

You will improve your skills in customer service, office coordination, and will be working in a fast paced environment. Strong organisational skills and proactivity are mandatory for the position.

#### **Working environment**

- Region: Central London, zone 1
- Job Sector: Staffing and recruiting
- Period: From September 2018 for a minimum of 4 months
- Remuneration: Expenses up to £400 per month to participate to accommodation and transport cost
- Time Schedule: Monday to Friday, 9am to 6 pm, with one hour lunch break
- Full training is provided however a passion for languages and cultures is necessary
- Possibility of a permanent contract at the end

#### **How to apply**

If you are interested, please contact: **Mrs. Maelle Anki-Rodrigues:** [maelle@cei-frenchcentre.com](mailto:maelle@cei-frenchcentre.com)