

EASY LANGUAGES

Jobs

Remarks

- Job offers throughout the year
- For all positions: Must be fluent in English

Paid Internships year round (Brussels or Paris)

We offer:

- An internship for 4 to 12 months as a commercial/administrative assistant.
- Subsidised accommodation 20 to 30 minutes walking distance from the office
- travel expenditures when traveling with the company (traveling to fairs for example).
- Flexible dates and duration of internship.
- young and international atmosphere.
- completion bonus based on your performance

** Your tasks: ** - Responding to customer requests (mail and telephone) - Administrative support (managing client files) - Business Support and advising clients on our services and destinations, after a training period - Informing students and their parents at orientation meetings in schools, fairs or information sessions - Managing social media, the website and promotional material such as posters and flyers in schools and fairs

We're looking for:

- Minimum age: 20.
- Student status preferred (tourism, languages, translation, business, IT,

graphic design..).

- Minimum of two years of higher education.
- Availability : at least 4 months, preferably 5/6 months or more.
- Must be fluent in English (written and spoken) and a native of the following languages : English, Italian, French, Dutch, Japanese. We are not looking for other nationalities at this stage.
- Organised, motivated, practical and good at problem solving
- Experience abroad or with study abroad programmes is a plus, but not compulsory for qualified candidates.
- A driving license is a plus but not compulsory.

Interested?

Send your CV and a cover letter by email to:

Mr A Bertholet, Managing Director - info@XXXlanguesvivantes.com - remove the XXX from the address.

If your profile matches our requirements you will be invited for an interview or we will organize a Skype meeting.

Summer internships

Summer internships in England (2 to 8 weeks) : Group Leader

Are you aged between 19 and 26, responsible, sociable, resourceful and with a very good english skill? You have the student status (internship agreement mandatory) and you picture yourself on the beach south of England this summer?

Come with us to Bournemouth as a group leader ! You will have the chance to improve your English and gather professional experience along the way. It is ideal for students who must complete an internship abroad as a part of their studies.

Your missions (with the company of other group leaders present) :

- You supervise a teenage group between 14 and 19 year old during the bus

journey and activities

- Each morning you check on the students to see if they attend school
- You are the contact person for the language school, you serve as an intermediary between students and the school
- You keep the Brussels and/or Paris office informed if problems or changes arise
- You resolve problems on the spot
- You plan and set up afternoon and two evening activities per week

Your profile :

- You have a sense of initiative and responsibility
- You are organised, dynamic, willing and sociable
- Ideally, you have already been part of a language travel as a trainee and/or monitor
- Prior experience with children or teenagers is an asset
- Your spoken English is excellent, other languages welcome

We offer :

- return trip to England
- Accommodation in England with other group leaders or in a student residence
- Accommodation in Brussels if required in-between 2 periods in the UK
- A weekly compensation and a completion bonus if applicable, depending on performance and length of stay

Interns generally spend 6 to 8 weeks in England and 2 to 4 weeks in Brussels depending on the dates and the length of the stay

Interested?

Send your CV and a cover letter by email to:

Mr A Bertholet, Managing Director - info@XXXlanguesvivantes.com - remove the XXX from the address.

If your profile matches our requirements you will be invited for an interview or we

will organize a Skype meeting.

Country Manager

Langues Vivantes - Easy Languages is growing.

We are looking for country/regional managers (Switzerland, English speaking countries, other areas considered).

Your profile:

- You live and work in the country/region (we are not looking for expats).
- You have successfully completed higher education with a relevant qualification
- You enjoy languages, travelling and sharing your passions
- You are familiar with the student market and would like to build on your experiences.
- You have a car, a home office and internet access, a very good level of English and/or French as well as your mother tongue.
- You have other relevant experiences or qualities that make you the ideal candidate.
- You want to start or to complement your existing business with an exciting opportunity

Our offer:

- We are looking for motivated people able to talk to students, parents, teachers and to share their passion for languages and education travel
- We offer the opportunity to develop and manage your own business in an attractive and fast growing sector, with the support and experience from one of the leading organisations in the field

Your main tasks will be:

- Inform potential clients about the main destinations and programmes

- Develop marketing/commercial activities in your area with the help of our central office.

Interested?

Send your CV and a cover letter by email to:

- Mrs Véronique Bartet, General Manager - email:
veronique@languesvivantesXXX.com (remove the "XXX" from the address before sending).

If your profile matches our requirements you will be invited for an interview or we will organize a Skype meeting.

Successful candidates will be invited to an interview in Brussels (or via Skype/Whatsapp). If both parties are keen you'll be invite to spend 2-4 weeks training in our office in order to prepare for your tasks.