

820 - Language school administration and teaching assistant in Barcelona, Spain

Location:	Barcelona, Spain
Languages:	English (Advanced)
Fields:	Business Administration , Education, Reception and Tourism
Extra benefits:	Salary of 200-300€.

Description:

Our collaborator is one of the biggest language school chains in Spain. They have offices all over the country, as they are fast growing company, with multiple franchises. They provide English lessons to children with an age range of 1 to 18 years old. They are looking for someone energetic and friendly to join their team.

The ideal candidate for this position has to be interested in the education industry and enjoys spending time with children.

Tasks:

- Business administration, supporting the managers and colleagues in their daily duties
- Helping reception with their daily tasks (customers services)
- Promoting and informing about daily/weekly activities
- To provide information to parents about the different courses and options
- Helping other departments upon request: taking care of children and assisting teacher
- Provide support to children during classes
- Making reservations of courses
- Receiving feedback and complaints
- Other general administration tasks

Requirements:

- English C1 is a must
- Basic knowledge of Spanish
- Enjoys working with an environment with children
- Minimum stay 5 months

Benefits

200€ / month

Location:

Barcelona