

Bilingual Assistant Internship Opportunity

Dorothy Danahy, a prestigious international recruitment agency specialising in Multilingual Assistantship, seeks a native English speaker, or someone of an equivalent linguistic level, to join our dynamic team in central Paris.

Description of post:

As the first point of contact for candidates and clients alike, your role is to assist the team of Consultants and ensure the smooth running of the Front Desk by undertaking a variety of administrative tasks including:

- Reception of phone calls and emails in French and English
- Greeting and welcoming candidates and clients
- Preparing candidate files and administrative documents
- Diary management: organising meetings and booking interview rooms
- Managing and updating our candidate and client database
- Overseeing written and oral tests in English and French

Your profile:

Due to the international environment in which you'll be working, it is essential that you are a native English speaker (or of an equivalent linguistic level) with an advanced/bilingual level of French. Excellent written language and communication skills are essential. You are meticulous, highly organised and able to prioritise, as well as being approachable and outgoing.

The nature of the internship means that official contractual approval provided by the University ('Convention de Stage') is necessary, so this opportunity is ideal for a Modern Languages Undergraduate student wishing to spend their third year abroad working in the heart of Paris.

Salary: €26.25 per day.

Benefits: Restaurant tickets and reimbursement of half of monthly travel costs

Placement dates: July 2019 – January 2020

Duration: 6 months

Please send your CV (both in French and English) and cover letter (in French) to Amy Burnett at:
paris@dorothydanahy.com

Your application will be studied with care by our consultants.

