

INTERNSHIP POSITION OFFERED IN PARIS

CONTRIBUTION TO LIVING EXPENSES:

1 000 € / month

COMPANY:

- **METROPOLITAN Langues & Aptitudes** is a language training centre providing language courses to the business sector in and around Paris.
- Permanent staff team of native French speakers. French is the principal language spoken at the office.
- English and/or other languages may be used occasionally to communicate with international team of French, English, American, Canadian, Spanish, German, Italian, Russian, Arabic and Chinese trainers.

POSITION OFFERED:

- **6 months full time** position (*Monday to Friday*) involving :
 - *Office related tasks* (reception, welcoming trainees, answering the phone, preparing teaching files, translation of documents/emails, management of stock (book orders etc)...))
 - *Participating in pedagogical projects* (English language assessment, correction of written tests, end of course reports, pedagogical tools...)

INTERNSHIP POSITIONS 2020

⇒ Beginning of January 2020 to end of July 2020

⇒ End of July 2020 to end of January 2021

PROFILE:

- Advanced conversational French.
- Flexible and adaptable.
- Team player and sociable.
- Dynamic, outgoing and creative.

TRAINING:

- Initial and on-going training in all areas relating to the position

CONTACT:

Please send CV and cover letter (or any queries) to
metropolitan1@metropolitanformations.com