



TNA Formations
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Le spécialiste de la formation au cœur de votre entreprise

TNA FORMATIONS – a Language Training Centre based in Nantes – is looking for a **current British university student** to join the team in 2020.

TNA FORMATIONS is a Language Training Centre providing language courses to the business sector in France. French is the official language spoken at the office, but English and other languages may be used occasionally to communicate with language teachers.

We are looking for a **current British university student** to join our team.

Location: Nantes (North West of France)

Contribution to living expenses: 800€ / month

Suggested start and end dates: 01/09/2020 – 26/02/2021 (other dates and durations possible)

Responsibilities include:

- Office related tasks (emailing trainers with weekly planning, organizing attendance files, general administration)
- Communication (social network updates, creating promotional material)
- Pedagogical tasks (English language assessment, correction and analyses of written tests, preparation of beginning and end of training documents for courses)
- Initial and on-going training will be provided

Applicants should:

- Have advanced conversational French
- Be flexible and adaptable
- Be a team player and sociable
- Be dynamic, outgoing and creative

Please send your **CV and cover letter** to Pierrick LECOQ: p.lecoq@tnaformations.com

Site Internet: <http://tnaformations.com/fr/>