

Location: Paris

Start: August 24th, 2020

Duration: 6 months

Paid: 430 Euros per month

INTERNSHIP OFFER

International recruitment assistant H/F

About us:

Located in the heart of Paris, **FERRANDI Paris** affiliated with the Paris Ile-de-France Regional Chamber of Commerce and Industry, is dedicated education in the culinary arts and hotel and restaurant management. With 2300 students and over 2000 professionals per year, our mission is to provide students from all over the world with the skills that are behind the exceptional reputation of French gastronomy.

Your role:

Within the International Team, which manages programs taught in English for international students and professionals, you will be responsible for managing prospects and candidates, creating course materials in English and generally supporting the activities of the team. This internship is a balance of pro-activeness, organization, rigor, reliability, and teamwork.

Your responsibilities:

- Managing information requests (e-mail, telephone, visits)
- Managing applications (verification of documents, request for missing documents, data entry ...)
- Assisting the recruitment team by following up on applications and candidate questions and organizing the interview schedule
- Producing of statistics (prospective and admitted candidates ...)
- Creating and updating documents for candidates and incoming students
- Creating course materials (recipes, presentations ...) in collaboration with professors
- Taking part in social media activities (photos, writing posts, answering messages)
- Updating data (candidates, student profiles, other contacts)
- Assisting with the coordination and execution of programs and events (graduation ceremony, demonstrations, guest chefs ...)

Your profile:

- Currently studying French language
- English mother tongue, good level of French
- Very proactive, helpful and reliable, team player
- Excellent interpersonal and communication skills
- Can-do attitude, independent, flexible
- Good analytical skills and ability to summarize information
- Strong written and verbal communication skills in English and in French
- Knowledge of Microsoft Office software and social networks (Facebook, Twitter, Instagram, LinkedIn)

Please send your CV and motivation letter to pchampion@ferrandi-paris.fr

Philippe CHAMPION

International Program Development

FERRANDI Paris

International Programs

CCI Paris Ile-de-France

28, rue de l'abbé Grégoire - 75279 Paris cedex 06

Website : <http://www.ferrandi-paris.fr/en>

Facebook : <https://www.facebook.com/FerrandiSchoolofCulinaryArts>