

2 Dynamic, Detail-Oriented Administrative Interns Needed for Fast-Paced Education Company

Language Connexion is a language school based in Paris. We provide English instruction to people of all ages, primarily to young students but also to working professionals, in Paris and all over the country. We are currently seeking bilingual interns (native English speakers, with French as a second language) to work in our office for a period of six months, starting in February 2021. For interns interested in working with us for longer than 6 months, their internship can be split into two different internships (represented in two *conventions de stage*). Please let us know if you are looking for a longer internship in your cover letter.

Duties

Job duties will include providing administrative and clerical support to our staff, such as filing, data entry, helping to invoice clients, sorting and processing mail and emails, handling sensitive documents (ex. invoices), employee contact and general office duties. You must also be proficient with spreadsheet software (Microsoft Excel). In addition to providing office support, the intern will also undertake regular teaching duties in primary schools around Paris, for approximately one to ten hours per week. Full training and support will be provided.

Remuneration

As an intern, you will be paid the legal rate of **577, 50 €** (net) per month (teaching and office hours combined). In addition, 50% of your monthly transit card (Navigo) will be reimbursed. Any travel you do outside Zones 5 for work purposes will be reimbursed in full.

Profile

You are an energetic individual ready for a fast-paced start up environment. The ideal candidate will already have some administrative service experience, as well as proficient knowledge of Excel and Word. You have a high level of personal organization and are detail oriented. You already have a base level in French. Proficient knowledge of Excel and Word is a bonus.

Contact

If you are interested, please send your CV and cover letter to awisniewska@languageconnexion.com, with the name of your university and 'Administrative Intern 2020-2021' in the subject headline.

We thank all applicants for their interest.