

Seeking Energetic, Customer-Oriented Individual for Paris-based Language School Corporate Internship Opportunity

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 in 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

For this role, you will be required to perform general administrative duties in our Corporate Unit office, prospective customer's service, and providing professional support to clients and teachers. You will be responsible for aiding the company in following up with client satisfaction, helping to resolve issues arising in customer's contracts, and liaising between the company and our clients to develop stronger customer service. You will also teach 1 to 10 hours per week in various schools around Paris (replacements). Full training and materials for these replacement classes will be provided.

Compensation

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. You are dynamic and flexible, with a good sense of customer relations and client satisfaction- experience in client services is ideal. 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 'Corporate Intern 2021' in the subject headline.

We thank all applicants for their interest.