

SOFTEAM

Internship / Year abroad placement

Position title: Assistant trainer / translator
Department: Language Consulting – Softeam English
Position reports to: Manager, Softeam English

Position Responsibilities

Responsibilities and % of time	
25%	Lead a range of English training classes with Softeam consultants and internal teams.
25%	Organise and lead interview style evaluations with new Softeam recruits to assess their level of English.
5%	Assist the training team with client-facing corporate language training over the phone.
15%	Use creativity and knowledge to create new training material.
5%	Conduct English interview practice sessions with consultants.
25%	Translate and proofread commercial / training documents from French to English (e.g. CVs, RFP responses, slides, training manuals)

Position Qualifications

Requirements: <ul style="list-style-type: none">• Native speaker level of English or C2 on CEFR• Minimum B1 level of French• Need to be registered on a University program and can be employed under a 'convention de stage'
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Please contact – david.tremayne-smith@softeam.fr

<http://www.softeamgroup.fr/>