

HR & Administration Internship in a Fast-Paced Education Company

Searching for highly organised and productive individuals

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 during the Academic Year 2020/2021. For interns interested in working with us for longer than 6 months, their internship can be split in to 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 responsibilities will include:

- Maintain administrative follow-up for HR and the commercial department
- Develop sales documents to help the marketing department
- Participate in all administrative processes supervised by the CEO (payroll, management of teachers' schedules, teachers' documents, clients' documents)
- Participate in quality monitoring points with customers
- Other tasks related to the administration and commercial departments

In addition to providing office support, the intern will also undertake regular teaching replacements in schools in and around Paris, between one to ten hours per week. Full training and support 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 and confident individual ready for a fast-paced start up environment. The ideal candidate will already have some administrative and/or HR service experience, as well as strong communication skills for interaction with others, be it clients or colleagues. 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 'HR & Admin Intern 2020-2021' in the subject headline.

We thank all applicants for their interest.