

HR & Recruitment Internship Opportunity in a Fast-Paced Education Company: Searching highly organized and reactive 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 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:

- Treating and filing teachers' documents for their HR files
- Aiding in the preparation of teachers' pay
- Keeping in contact with teachers regarding HR and administrative enquiries
- Updating and maintaining databases and spreadsheets

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 individual ready for a fast-paced start up environment. The ideal candidate will already have some recruitment or HR service experience, as well as experience using various social media tools and on-line recruitment services. 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 & Recruitment Intern 2020-2021' in the subject headline.

We thank all applicants for their interest.