

Six months abroad internship

Air France Le Campus is part of the training Department of Air France and is currently looking for **English language and Communication assistants** for 2 sites: Roissy (near Charles de Gaulle Airport) and Paray Vieille Poste (near Orly Airport)

4 positions are available :

- **From June 29th 2020 to December 28th 2020 Paray (1)**
- **From July 13th 2020 to January 12th 2021 Paray (1)**
- **From 04th January 2021 to 03rd July 2021 Paray (2)**

Placement Description

Tasks include:

- Organising the assessment of employees' language skills;
- Organising individual tuition;
- Giving information about available courses and their suitability;
- Managing the tuition schedule and the administrative follow-up;
- Organising and improving English events such as English lunches, Debate Rooms, etc.;
- Managing and improving the Yammer (social network) "English learner" community;
- Dealing with the dedicated "Help in English" mailbox;

You will also perfect your French through:

- Welcoming employees to the Training Center;
- Informing and advising internal and external clients about Le Campus training programmes;
- Answering the phone, organizing appointments;
- Setting up tests for employees and explaining their results ;
- Proposing suitable English training programs.

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- ✓ In this position you will be working with other English and French students from 9 am to 5 pm (1 hour lunch break included);
- ✓ Regardless of where you are based, you will be asked to occasionally work at the other Paris sites of Montreuil, Paray and Roissy
- ✓ The monthly pay is 577,50€ net ;
- ✓ 50% of the cost of your “Navigo Pass” (*Transport Pass with unlimited access to public transport in Paris*) will be refunded by Air France;
- ✓ 5 days off within your 6 month placement (some might be planned by the employer).

Selection criteria

If you are a university student looking for employment abroad during the second or third year of studies and if you have:

- a good level of written and spoken French;
- communication skills;
- ability to work as part of a team;
- cultural adaptability;
- a responsible and professional attitude;
- a previous experience abroad, particularly in teaching English (optional but appreciated)...

... then, tell us more about yourself, in your application.

Please email your cover letter and CV (both **in French**) to charmand@airfrance.fr