

Langues & Conseils

Groupe ESC Pau - Traineeship

Organisation: Langues & Conseils, ESC PAU BUSINESS SCHOOL
Location: PAU, France
Date posted: 17/07/2020
Closing date: 31/08/2020

Job description

This international placement offers an exceptional opportunity for an outgoing, talented individual with a genuine interest in Corporate Language Training.

Candidates available for 4/5 months are invited to apply for the placement available as follows:

Monday 14th September 2020 → Friday 31st January 2021 (We are flexible on exact start and end dates)

The successful applicants will:

- Conduct English language conversation lessons
- Carry out administrative tasks and provide pedagogical assistance
- Study/explore past resources and create new English teaching resources
- Conduct oral evaluations for new students
- Translate documents (instruction manuals, emails...)
- Complete social media maintenance (Facebook, LinkedIn...)
- Assist in the development of projects (video tutorials, put in place new-procedure...)
- Invigilate tests

The placement is open to undergraduate students with an impeccable command of written and spoken English and who are able to use French independently in routine work-related situations.

As we often require Spanish speakers for conversation classes in Spanish, this position is also suited to a Spanish native speaker student in a British university, who has an excellent level of English.

Required skills :

- Flexibility during lessons (easily adaptable)
- Good time management and organisation skills
- Good independent work ethic and professional initiative
- Teamwork skills, interpersonal skills and a positive approach
- Creativity and innovation

Applications are *particularly* welcomed from students who have studied TEFL or TESOL as part of their degree programme.

Remuneration Package

- 30% of the French minimum wage per hour (3,75 €/hour)
- 35 working hours per week; overtime converted into days off (*Réduction du Temps de Travail*)

- Free access to Business School and University facilities :
 - ✓ University restaurant,
 - ✓ Food vouchers,
 - ✓ University Library,
 - ✓ Conferences,
 - ✓ and potentially foreign language courses (French, Spanish, Chinese, German, Italian...)
(subject to timing and the number of students interested)

- Help from Langues & Conseils in finding accommodation (including halls of residence).

The Company

Langues & Conseils is a Language Training Centre with a team of two Language Training Coordinators providing support for regional companies in training their staff to high standards of professional language performance adapted to their specific needs.

We provide cutting edge solutions in 12 foreign languages for more than 500 trainees per year. This makes us one of the biggest corporate language training companies in the area.

We guarantee a consistently high level of customer service. At the centre of our process is a detailed language audit of the future trainees and the needs of the company. From the results of the audit, we design and implement innovative turnkey solutions which have an immediate impact on the trainee's work and the performance of the company. <http://www.esc-pau.fr/executive/formations-langues.html>

Location

Pau is situated in the foothills of the French Pyrenees, 1 hour inland from the Atlantic coast (Bayonne and Biarritz) and 1 hour's drive north from the Spanish border.

For more information visit: <http://www.pau.fr>

The ESCPAU BUSINESS SCHOOL is a Business School in a network of *Grandes Ecoles* in France.

To find out more about the school, see: <http://www.esc-pau.fr>

Applications

Please send your CV and covering letter in French to both :

Linda BRUNELLI and ANDREA WILKINSON-LEITH - letc@esc-pau.fr

We may take up to a week to reply but will contact you for an interview in French at your convenience.

This will be followed by another phone conversation in English with one of this year's language assistants.