WHO WE ARE
www.institutoberlin.com
www.proyecto-es.com

Instituto Berlin is a school of German that has been offering courses for individuals and companies for almost 30 years. We provide a variety of courses of all levels for adults according to the Common European Framework of Reference for Languages.

We are part of PROYECTO ESPAÑOL, a language school specialized in Spanish for foreigners, with schools in Alicante, Barcelona, Granada and Madrid. Our schools in Alicante and Granada are accredited by the "Instituto Cervantes". In 2010 we signed an agreement with the University Miguel Hernandez (www.umh.es) in Spain.

TASKS

As an assistant of our German School, you will have to get involved in many different tasks, always remaining positive and keeping a smile on your face when dealing with students.

MAIN TASKS

- Support of the German Department (students and teachers).
  - Supplementary lessons to Spanish students learning German.
  - Organization of the conversation exchange with International students.
  - Produce supplementary teaching materials and participate in classes as required.
- Provide support to our marketing department.
  - Support to social media efforts in German (Create material for our German blog and other social networks).
  - Assist in the distribution or delivery of marketing materials.
  - Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events.
  - Assist with mailings, print production, etc.
  - Create or update databases.
- Assisting in Front Office as required.
  - Greet students.
  - Commercial information to customers.
  - Answering all calls promptly in a courteous and efficient manner.
  - Open and sort mail.

REQUIREMENTS

Languages: Native German speaker.
Spanish B1 or higher (we could accept Spanish beginners depending on candidate).

Location: Alicante, Spain.
Open to work in different shifts, morning – afternoon (could include Saturdays) 6 hours per day.

Remuneration: Spanish course offered by the company and special price for accommodation.