

GERMAN SCHOOL ASSISTANT IN SPAIN

Minimum 20 weeks

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.

Contact: educaops@gmail.com