PRAKTIKUM IN LONDON

CLIENT SERVICES EXECUTIVE ASSISTANT

REF. NO. 770

About us

With over 20 years' experience of assisting the world's leading corporate and public sector organisations to work effectively across borders and cultures, we are a Culture and Communication Skills Consultancy that operates across all five continents. We have dedicated offices in London, Paris and Brussels as well as a network of affiliates and like-minded partner organisations worldwide.
Our aim is to enable our clients to create profitable international relationships by building cultural bridges that enhance understanding and establish trust.

Number of employees

26

Tasks

- Assisting the Trainer Recruitment Advisor in sourcing and recruiting language trainers worldwide
- Assist with general administration; e.g. covering reception, updating our databases, filing documents on our server
- Completing trainer recruitment paperwork
- Place orders for and dispatch training materials to clients
- Drafting trainer profiles
- Creating and updating user accounts in our E-Learning Platform
- Using social media to increase and maintain our virtual visibility
- Assisting in various market research projects

Skills needed

- Good level of English (B2.1 minimum)
- Strong attention to detail
- Good organisational and communication skills
- Ability to prioritise a variety of tasks
- IT literacy in Microsoft Office
- Being pro-active

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Skills to be acquired
• Experience in working in a global organisation in London • Communication through interaction with trainers, colleagues and clients • Research • Resourcefulness when dealing with complex tasks • Business English language: oral and written through day to day work and tailor-made weekly English language training sessions
Period
6 months
Office languages
English (French is often spoken but is not required)
Location
London EC3A 5BU
Financial support
£65 per week for expenses
Office hours
Monday to Friday 9 am to 5 pm. Shift work may be required, if so, the times would be, once or twice a week: 8 am to 4pm, 10 am to 6pm