

*OFFICE/ADMINISTRATIVE ASSISTANT  
(REF 356)*

**ABOUT US**

We are a language school accredited by the British Council in London. We have been teaching English to international students for nearly 30 years and are based in a lively area of London with plenty of shops and cafes. All our courses are fully accredited and our students come from all over the world to study here.

**TASKS**

- General office administration
- Marketing including research and event preparation
- Exam administration including exam invigilating and general administration
- Reception including greeting students and speaking on the phone

**SKILLS NEEDED**

- Higher intermediate level English
- Excellent communication skills and pleasant demeanor
- Able to work independently and as part of a team
- Enthusiastic and enjoys working with people

**SKILLS TO BE ACQUIRED**

This is an ideal placement for applicants who are interested in business and/or education. Candidates will have every opportunity to practice their spoken and written English and will have the chance to meet people from all over the world. It is a great opportunity for the successful applicant to increase their confidence in the work place and to learn from several different departments in a busy and lively office.

**PERIOD** 6 months (but shorter periods may be considered)

**FINANCIAL SUPPORT** Free English course

**PLACE OF INTERNSHIP** HA8 8NZ, NW London

**OFFICE HOURS** 8.45am – 5.30pm

**CONTACT** Praktikum in London/ ASB Internship Solutions Ltd.  
office@praktikum-in-london.de  
Tel: +44- (0)20- 8740 3165

Praktikum in London/ ASB Internship Solutions Ltd.  
35 Warple Way ■ London W3 0RX ■ UK ■ Tel ++44 (0) 20 87403165 ■ Fax ++44 (0) 20 8740 6316  
e-mail: [office@praktikum-in-london.de](mailto:office@praktikum-in-london.de) ■ [www.praktikum-in-london.de](http://www.praktikum-in-london.de)  
Company incorporate in England under the Companies Act 1985 No 6909076 ■ VAT No 975797440