



Volunteer Internship (Sales, Marketing & Admin)

REF. NO. 1231

About us

UKCE is a future-facing learning organisation with commitment to the individual as a learner, support for our global community and a cast iron dedication to achievement through quality. We seek to deliver transformative training to learners wherever they may be. We, as a team of professional educators, have interesting and different life experiences and interests, which we use to create a great learner experience that delivers on results. We see learning though as not just a process driven by us. It is a world of participation and that participation involves the trainers, the learners, our environment and technology. There is nothing top-down about our approach, and we do not see learning as simple memorization – it is experiential, it is collaborative and it can be powerful.

Number of employees

20 - 25

Tasks

- Assist with calling and emailing existing agents.
- Inform agents of courses offered by the school and any special offers.
- General admin duties, such as booking free trial lessons, making sure bookings have the required data, uploading passports, etc.
- Dealing with alumni
- Supporting sales team in dealing with reviews
- Helping to manage Linked-in page
- Working closely with the Manager or assigned staff member, and completing all allocated tasks.
- Conducting desktop research, or gathering information through surveys or by speaking to clients and staff.
- Assisting managers with negotiations.
- Keeping a log of everything
- Provide receptionist support for the school – being the first contact / front line in receiving visitors and students, transferring calls etc.

PRAKTIKUM IN LONDON



Skills needed

- Enthusiastic
- Responsible
- A desire to learn
- Ability to work independently
- Flexible within the school environment

Skills to be acquired

- Admin
- Sales
- Customer Service
- Marketing Skills

Duration of the internship

minimum 2 months, 3-6 months

Office languages

English

Location

London

Financial support

Remuneration: Unpaid work placement

Office hours

Monday-Friday 9am-6pm, 1 hour lunch break