



## OPERATIONS EXECUTIVE

REF. NO. 1200

### About us

Our client creates custom-made tours of the UK for groups and is today one of the top inbound agencies in the UK for the French and German speaking markets.

### Number of employees

1

### Tasks

- General administration
- Invigilating at Placement tests and Change of Level tests
- Overseeing and running of School library – Tuesday, Thursday and Friday during breaks
- Inputting data into CLASS
- Photocopying
- Distributing questionnaire to students
- Student certificates
- Assisting students
- Assisting customer care as and when required
- Assisting teacher in classroom as and when required
- Other academic duties as and when required

### Skills needed

- English and German written and spoken language to a high level
- Experience in the Travel or Events Industry
- A positive attitude with drive and a work ethic to meet targets
- Detail-orientated with strong administrative skills and a passion for finance
- Able to 'think outside the box'
- Self-starter with the ability to work independently
- Excellent written, oral and interpersonal communication
- Excellent time-management

### Duration of the internship

Minimum three months, ideally 6 months minimum

# PRAKTIKUM IN LONDON



## Office languages

English + German

## Location

London

## Financial support

## Office hours

Monday to Friday 9am to 6pm / 8am to 5pm