

SPANISH SCHOOL ASSISTANT IN SPAIN

- Minimum 12 weeks.

WHO WE ARE

<http://www.proyecto-es.com/en/proyecto-espanol>

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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 School, you will have to get involved in many different tasks, being necessary to be always positive and keep a smile in your face when dealing with students.

MAIN TASKS

- Support of the Spanish back office Department (students and teachers).
- Assist in the distribution or delivery of marketing materials.
- Provide support to social media efforts.
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events.
- Assist with mailings, print production, etc.
- Create or update databases.
- Greet students.
- Commercial information to customers.
- Assisting in Front Office as required.
- Answering all calls promptly in a courteous and efficient manner
- Open and sort mail

REQUIREMENTS

Languages: Spanish B1 or superior, English B2 or superior.

Location: Alicante, Spain

Opened to work in different switches Morning – Afternoon (Could include Saturdays)

6 hours per day.

Remuneration: Spanish course offered by the company.

APPLY sending your CV and motivation letter to Samantha Torruella: marketing@proyecto-es.com