

## **Administration and Language Assistant in Spain**

### **General information**

Duration: 4 months

Commitment: Full-time

### **Description:**

We are a language school "Academia Blume" located in Murcia, beautiful city in southern Spain. This school offers courses in all major European languages for Spanish students, including the possibility of attending intensive English courses in English speaking countries and to prepare the official examinations of the University of Cambridge.

### **The tasks are varied:**

- Preparation for English Exams (PET B1-B2-C1-FCE and CAE),
- Tutoring of English and/or German school students,
- Customer service in Spanish. Explanation of prices, services, hours and other information from academy to customers,
- Promotion of the company on social networks,
- Search for centers abroad to seek collaborations in language courses,
- Translation English-Spanish and Spanish-English documents,
- Finding accommodation service for newcomers,
- Design of marketing and sales strategies to increase the number of customers.

### **We are looking for:**

Studies: Marketing, Commercial, Administration, Tourism, Languages and Linguistics

Languages: English C1 and Spanish B1

### **Contact for more information:**

In English and Spanish - [info@academiablume.com](mailto:info@academiablume.com)

Academia

Blume

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