

We are looking for young Interns willing to become European citizens



Welcome in Frankfurt, the hearth of Europe

Us: "Sprachschule Centro Lingue Mediterranee Gbr", a language school in Frankfurt am Main. We offer an **internship position** to Italian students as well as for the European Program "Erasmus plus".

About us:

Since 1994 "Sprachschule Centro Lingue Mediterranee Gbr" is a **familiar but renowned** language school. Located in the city-centre of Frankfurt we offer courses to adults and young people in 12 languages. Our **team** is the result of the encounter of different cultures and languages: we are diversity lovers and we strongly believe in one of the present and future's most important skill: communication and cultural melting. For this reason, in addition to our courses, we work together with European schools and support **training programs**, in order to offer students the chance to follow language courses and/or internships at **companies** which operate in different branches **in Frankfurt**.

After an early training, your main tasks will be:

- **Correspondence** with customers, interested people and teachers
- Organization of language courses (processing of subscriptions, communication with our customers and teachers)
- Administration and regular update of our data bases
- **Organization** of internships as for the European training programs
- **Contact** with schools from Italy and other countries to offer our help for the above-mentioned programs

What we require:

Task execution in complete autonomy, reliability and **motivation**

Last but not least: **good mood, willingness and customer orientation** belong to our program.

Are you interested in joining our team?

Please send us your CV at: info@centro-ffm.de



Sprachschule E.Anoardi u. V.Cardinale GbR

Wir geben Ihren Träumen eine Sprache!

Company description: Language school in Frankfurt am Main and specialized in courses for adults and young people in 12 foreign languages

Company supervisor: Elisa Anoardi

Supervisor´s email: info@centro-ffm.de

Headquarters: Töngesgasse 35, 60311 Frankfurt am Main

Telefon number: 0049 (0) 69-90 55 90 60

Web site: www.centro-ffm.de

Position offered: Internship

Offered aimed at: Students and new graduates

Available positions: 2

Offer description:

- correspondence per telephone or e-mail with our students and teachers
- Organization of our courses
- Correspondence with partner companies
- Administration and update of our data base
- Organization of internships as for the European training programs
- Contact with schools from Italy and other countries to offer our mediation for the above-mentioned programs

Required linguistic skills : German (at least B2 level)

Other required skills: Knowledge of Office programs

Period: Starting from January 2018 for at least 6 months

Please send your CV and application letter to the following e-mail address: info@centro-ffm.de