



Intern/Traineeship Opportunity – Job Description

Teaching House is the largest University of Cambridge ESL (English as a Second Language) teacher training center in North America, training about 600 teachers a year.

A fantastic opportunity has arisen for an Admin/Marketing Trainee to join our team! The right candidate will have a genuine passion and the right attitude to join our well-established company.

Key Responsibilities:

- Assisting in the enrollment and marketing of a busy teacher training school.
- Database management, reception duties, social media updating, new student recruitment, social activity planning, local marketing directives.
- Supporting American trainee teachers and also international students during their courses.
- Providing excellent customer service in English, in person, on the phone and by email.
- Working in the reception area welcoming students and visitors to the school.
- Speaking to and registering non-native English-speaking students who are interested in taking classes.
- Completing marketing and traineeship projects as required.

Qualifications/experience:

- Previous customer service experience is preferred.
- Must be computer and web literate. High level of proficiency in Microsoft Office a must. Working knowledge of creative programs like Photoshop desirable.

Qualities:

- Energy & enthusiasm.
- Flexibility with regard to type of work assignments.
- Must be a team player and willing to pitch in during busy periods.
- Strong admin & time-management skills.
- Excellent spoken & written English skills critical. C1 level of English proficiency required (post FCE).
- A speaker of more than one language and an interest in language learning.
- Previous office clerical or administrative experience highly preferred.

Salary and benefits:

Stipend is \$420/month for the first 3 months, rising to \$840/month from month 4-12, then \$1260 for 12-18 (trainees)

Accommodation provided for free during the first month, and visa and agency fees refunded. Free supplementary language training is also available.

Start date

As soon as possible.

Please visit our website for further information about Teaching House: www.teachinghouse.com