



## 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](http://www.teachinghouse.com)