

Language Trainers Advert:

We have internship positions available all year. Language Trainers is a very successful company selling language courses to individuals and companies. All internships we offer are full time positions. You would work every day (Monday to Friday). The hours could be arranged to fit around a part-time job if you need to work in order to support yourself.

Many interns choose to get part-time work in restaurants, bars, etc.

You would receive very intensive training (including telephone skills) in the first few weeks and then ongoing monitoring and support throughout the internship. You can see the compensation we can offer above, but you will need to be able to cover your own accommodation and living expenses. We do not provide accommodation or meals but will help with finding accommodation. We have a list of useful information on accommodation etc. and also current interns have always been helping those starting later.

Daily tasks would typically include:

- * Follow-up of enquiries, dealing with potential customers and replying to specific enquiries over the phone and by e-mail;
- * Finding teachers online and in our database, updating our trainers' database;
- * Arranging language courses
- * Aiding in organising online marketing (creation of online brochures, updating web pages, etc);
- * Selling language courses to companies and individuals;
- * Translations
- * Maintaining Excel spreadsheets
- * Assisting with office tasks

Our office is based in Hove (Brighton), UK, just 1 minute from the beach. All interested students should send us a CV, two references and a cover letter to my email address (see above).