

Centro Lingue Mediterranee

The company

Location	Töngesgasse 35, 60311 Frankfurt am Main
Contact	Elisa Anoardi
Type of Business	Language School
Professional Work Trainee will gain ex- perience in	Communication and public relation

Trainee's profile

Language/s required	German (at least B2 level)
Faculty/Education	Foreign Languages
Computer skills	Good Knowledge of Office programs
Skills required	Organization, flexibility, motivation and commitment

Job description

Job content

- Correspondence via telephone or e-mail with our students and teachers
- Organization of our courses
- Correspondence with partner companies
- Administration and update of our database
- 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