



« Ouvrir les jeunes au monde »

1 rue gozlin 75006 PARIS
E-mail: info@groupe-cei.fr
Tél.: 01.43.29.60.20
Site: www.groupe-cei.fr

INTERNSHIP PLACEMENT CONSULTANT

The Work & Travel department is part of the CEI Group, based in France and created in 1947, whose various activities are Education and Training, as well as Culture and Tourism - www.cei-work-travel-study.com/fr

The Dublin branch, is specialized in jobs and internships placements, English courses and accommodation for individuals and groups coming from Europe, or beyond.

The Internship Consultant will have to ensure quality, the flow of production, and high customer service. This role includes assisting the Branch Office Manager working closely with the team, as well as other Departments.

You will work in French and English every day in our office in Paris, your manager will not be on the same site but you will work with her every day, you must be autonomous and manage your work with the support of your manager and our team in Paris. Some business trip must attend when needed.

Key Responsibilities

Sales

- Treatment of information request and subscriptions and record on our software
- Billing and collection

Administration

- Following documents completion (booking forms, agreements, proofs of attendance and documents)
- Liaising with clients to collect, check, record and follow-up documents until completion
- Consulting
- Conducting telephone, skype interviews with clients, screening their profiles and explaining our services + translating/correcting CVs
- Placing European candidates from 16 years old in various industries throughout Dublin (Internship, jobs, accommodation, service +) thanks to prospecting, cold calling and visiting existing partners companies
- Following up on clients files and payments (individuals)
- Following up the candidate's progress throughout their placement in the company
- Managing complaints efficiently
- Representing CEI Ltd and attending networking events and develop partnerships in new fields and locations
- Working and reporting to Managers



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Other

- Be in charge of the emergency phone during the weekend when needed

Essential Skills & Requirements

- Be a strong communicator, comfortable conversing with internal and external parties from all backgrounds and levels
- Have strong negotiation and sales force skills
- Be able to deal with deadlines, targets, and challenges and have strong interpersonal and teamwork skills
- Be persistent, dynamic, diligent and a quick thinker able to respond effectively to work in a fast-paced environment and changing situations
- Be passionate about working with young people
- Be able to prioritize, have organizational skills and excellent attention to detail
- Be fluent in French and English. Third European language is desirable.
- Have strong computer skills literate (Word, Excel, Outlook)

Benefits

Training will be provided

You will work with and report to the branch office manager and you will be committed to the consolidation, expansion and success of the business.

Location: Paris, 6ème (CEI Group Headquarters)

Type: 12-month contract-renewable (Monday to Friday 9am to 5pm)

Salary: 1850€ gross/month + private health care + public transport participation (50%) + Luncheon Voucher

Starting date: ASAP

Any applications received without a specific cover letter for this role, explaining why you are suitable and what you aim to achieve, will be disregarded.

Contact: alizee@cei-frenchcentre.com