

Admissions and Reservations Internship

General information

Duration:

3 months

Commitment:

Full-time

Description:

Internship Terms:

- **Start/End Date: August or September 2017**
- This is an **unpaid internship**, however EC will provide lunch on working days. Upon successful completion of the internship period we will issue a certificate of completion.

Position Summary:

An internship in the Admissions department offers an excellent opportunity to learn about the international EFL (English as a Foreign Language) industry and to work closely with a multinational team in a dynamic environment, where you will develop skills that can be utilised throughout your working life. You will learn how to work accurately in a fast paced environment, develop an eye for detail and respond to clients in a polite and friendly manner.

The Admissions Assistant Intern is responsible to work with the Admissions Executives to ensure that our partner agents are receiving an excellent service conducive to a great working relationship and increase bookings with EC.

Key Responsibilities:

- Inputting of bookings into EC's central booking system and making any subsequent amendments to bookings
- Preparing visa documents for students going to all EC centre locations and sending out visa documentation to clients via a courier service
- Following up on students' arrival details, necessary waiver forms and ensuring that information is available for Centres to provide a smooth welcome service to students on arrival
- Build and maintain excellent relationships with EC's Agents and strive to exceed their expectations
- Keep updated with information related to locations, services and programmes offered by EC to its clients.
- Issue and send all pre-arrival documents and information to Agent partners

Requirements:

- Undergoing a university degree or a diploma or recently graduated
- Upper Intermediate level of written and spoken English
- Excellent Eye for detail
- Organised proactive approach
- Client focused
- Proficient user of Microsoft Outlook, Word and Excel

Compensation:

Lunch vouchers

Years of Experience required:

No

Link:

<http://www.ecenglish.com>