Special Opportunity for Saint Louis University students in Madrid

- Change your STUDENT VISA to a WORKING VISA (if you have studied in Spain for at least 3 years)
- Or if you have a European passport

ADMINISTRATIVE TEAM LEADER,

Profile:
A young and dynamic individual, with a degree in Business Administration, eager to learn and develop skills and abilities to manage a team in a company with over 40 employees that specializes in English language instruction for professionals and companies.

Starting salary: 1200 – 1350€ / month

Responsibilities:
By focusing on administrative, logistics and Human Resource management, you will develop a strong understanding of American Language Academy’s operations and will partake in:

Human Resource management, coordination of logistics and general planning, development of our corporate image, and participation in the overall strategy and expansion of the company.

Requirements:
Individual must be proactive, flexible and a strong leader, with good communications skills, and a willingness to form part of a team. They must also be open-minded and ready to take charge of and carry out projects.

Minimum studies: Degree in Business Administration in the past 5 years.
Minimum Experience: Not Required
Minimum Requirements: Highly motivated individual interested in partaking in the development of a company. The position requires flexibility, dedication and a desire to grow within the company.

Offering the chance to become part of a stable company with opportunities for professional development and promotion within the company.
Native English speakers with a communicative level of Spanish preferred.

Contact:
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