

Sprachen natürlich erleben.

Sprachschule Aktiv Wien
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Sprachkurse in Deutschland, Schweiz, Österreich, Spanien: München, Berlin, Frankfurt am Main, Nürnberg, Regensburg, Freising, Ingolstadt, Zürich, Winterthur, Wien, Barcelona, Mallorca

Internship in Office Management und Online & Social Media - Marketing

Our language school Aktiv exists since 2001. We offer more than 40 languages. We have language schools in Munich, Frankfurt, Freising, Ingolstadt, Stuttgart, Regensburg, Berlin, Barcelona, Zurich, Winterthur, Nuremberg, Augsburg, Mallorca and Vienna. We offer positions for internships in our language school in Vienna.

We are more than just a language school! Our team consists of native speakers and excellent coaches who have a lot of experience and have the desire to teach. The concept of language school Aktiv has proven to be successful; today and after more than 10 years we employ 3,000 well-trained native speakers as language teachers.

Your responsibilities include

- Coordination of courses, appointments, customer service and translations
- Collaboration with implementation and analysis of social media campaigns on Facebook as well as maintaining the company's presence in social networks
- Creating content for web pages, writing texts for the blog
- Editing website content on WordPress

Our expectations

- First practical experience in social media marketing (Facebook, Instagram, YouTube)
- Knowledge in WordPress
- Very good knowledge of German or English (other languages are an advantage)
- Organizational talent and team spirit
- MS Office knowledge

Our offer

- We offer you varied range of tasks and practical experience in various areas in an international environment with flat hierarchies and short communication channels.
- Internship duration: 3 - 12 months
- Working hours: 30 - 40 hours per week
- This internship is unpaid, but after a successful internship, there is a possibility for a long-term cooperation.

If you feel addressed by this offer, then we look forward to receive your application at: info@sprachschule-aktiv-wien.at.