

Receptionist for Spanish Academy in Costa Adeje, Tenerife



Job description

You will be the number one contact person for our international students. As soon as they enter the school, you will welcome them and help them with any problems or questions they have during their stay.

You will organize the weekly activities for the students, e.g. our welcome breakfast, surfing lessons, beach volleyball and salsa. During the activities, you will take pictures for the material you produce for our social media channels.



Duties will include:

- **Customer support** at the reception desk and general **administrative tasks**
 - Supporting the international students, e.g. give advice, help with documentation
 - Responding to customer inquiries by phone
 - Buy material for the classes and the school
- Supporting the **sales team** by answering emails and confirming bookings online as well as offline
- Preparing welcome folders for the students
- Sending follow-up emails to the students after the end of their course
- Organizing the **weekly activities** and excursions
- Use of the special management program for schools

Requirements

Education

Minimum requirements: vocational training with focus on **languages** or university degree in **administration** or a similar area.

Experience

- At least **2 years** of work experience in the public and/or private sector
- Special experience in the field of reception and customer support
- Level C1 in **Spanish, English** and **German**

Key competencies

You should be a very motivated person with the capacity of working on your own under a low level of supervision. The perfect candidate should be able to work in a dynamic environment, as well as to work in a team, constantly motivating their colleagues.

We expect you to build up and maintain solid professional relationships with your co-workers and with the students, just as with business partners and external clients.

You should have:

- Excellent communication skills, verbally and written
- A high level of self-organization and the ability to prioritize and manage multiple tasks at the same time



About us

FU International Academy is a language school in Puerto de la Cruz and Costa Adeje, Tenerife, Spain. We offer courses of Spanish as a foreign language accredited by the Cervantes Institute. To go on, we organize mobility projects within the European Union (Erasmus+). We are a member of the F+U group in Germany and since 2006, we organize hotel internships for international students on the Canary Islands. We are responsible for the planning and implementing of numerous online projects for the F+U group and also take part in the online marketing education programme "SEOintheSUN".

Website: <https://fu-tenerife.com/>

Details of the position:

Place: Costa Adeje, Tenerife, Canary Islands, Spain

Full time (8h daily)

Start: **As soon as possible**

Send your application via email to Frank Sellingsloh: jobs@formacion-fu.com

FU International Academy - Formación FU, S.L.

C. C. La Cúpula, Local 69

38400 Puerto de la Cruz, Tenerife, España

Tel: 0034 922 389303