CLIC International House Malaga is a new branch of CLIC International House. After more than 35 years in Seville and then Cadiz, in 2017 CLIC opened a new school in the very heart of the Malaga city centre. CLIC IH Malaga offers Spanish and English courses and Spanish Teacher Training Courses. We offer high quality services including a wide range of cultural and social activities aimed at making student’s experience as memorable as in Seville and Cadiz.

We are currently looking for an intern to help us with Administration tasks as well as being in Reception. The duties would be:

- Welcoming new students every Monday and helping with their check-in
- Helping to sell the weekly program of activities, handling inscriptions (responsible for taking payments for activities and selling books as well)
- Distributing Flyers and other promotional offers when needed
- Creating course lists, entering reservations on the system and preparing transfers’ lists
- Supporting the Director of Studies and the Accommodation department in general
- Being available to reply to students queries specially during break times
- Answering the phone and directing the calls to the right person
- Helping to feed the school’s social media
- 30 - 40 hours per Week (responsible for eventual check-ins on Sundays)

*Duration: 3 to 6 months *Starting: mid/end of January 2019

We can help you with your accommodation and offer you Spanish lessons as well. This is a great opportunity for you to improve your Spanish and meet people from all over the world. No financial compensation.

Please send your CV and a short introduction to adminmalaga@clic.es

¡Hasta luego!