

## Internship – International Recruitment Officer

In order to strengthen your application and increase your chances of success, we encourage you to send a CV and cover letter to: [bmaia@ferrandi-paris.fr](mailto:bmaia@ferrandi-paris.fr)

### About us:

Located in the heart of Paris, **FERRANDI Paris**, a hospitality school affiliated with the Paris Ile-de-France Regional Chamber of Commerce and Industry, trains the elite in gastronomy and hospitality to be the actors of renewal in France and abroad. FERRANDI Paris holds more than 100 years of excellence in delivering trainings in the culinary arts and hotel and restaurant management, with about 2500 students and over 2000 professionals in continuing education per year. Our mission is to provide students from all over the world with the skills that are behind the exceptional reputation of French gastronomy.

### Your role: Internship – International Recruitment Officer

Within the International Team, which manages programs taught in English for international students and professionals, you will have a key position to support the numerous activities related to the recruitment and onboarding of students. This internship is a balance of organization, pro-activeness, rigor, reliability, and teamwork, and will enhance your skills in marketing, sales and operations.

Your responsibilities:

#### Marketing & Communications

- Support on CRM management and mailing campaigns
- Editorial & Content writing activities in English, including a monthly *Newsletter*
- Manage internal communications for students of the International Programs
- Create attractive documents & update existing documents for candidates and incoming students
- Curation of Photos for Social Media (working closely with the Marketing team)
- Student profiling to feature on multiple social networks & website
- Proofread and correct documents written in English

#### Development & Admissions

- Managing information requests (e-mail, telephone, campus visits)
- Assisting Promotional Webinars & managing Q&As
- Managing applications (follow-up, verification of documents, data entry, request for additional or missing information...)
- Selection Interview Scheduling
- Support on Admissions Packages & follow-up (engagement letters, contracts)

- Assisting Visa & Vaccination reminders to incoming students
- Updating data on prospects, candidates

## Operations & Program Management

- Assisting with the coordination and execution of programs and events (graduation ceremony, demonstrations, restaurant openings, guest chefs ...)

## **Your profile**

- English mother tongue or native level (C2), good level of French
- Strong written and verbal communication skills in English and in French
- Very proactive, helpful and reliable, team player and able to multi-task
- Can-do attitude, independent, flexible
- Good analytical skills and ability to summarize information
- Knowledge of Microsoft Office software and social networks (Facebook, Twitter, Instagram, LinkedIn)

Contract length: 6 months

Job Type: internship (You must be able to provide a "convention de stage")

Starting date: February 15th, 2022

Salary: circa 550.00€ per month

Location: Paris

Benefits:

- Flexible Schedule
- Store Discount

Schedule:

- 8 Hour Shift

Work Remotely:

- Some

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