

# Centro Superior de Idiomas Universidad de Alicante

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We are the Superior Language Center located in the campus of The University of Alicante and we are eager to offer some internship in the secretary for your students in our center. The main task expected from an intern would be:

- Performing administrative duties associates with management and customer relations alongside the secretary of our department
- Oral and written communication on foreign languages with international students. Attending to prospective clients: in person, by telephone or by e-mail,
- Billing costumers (students) providing receipts and handing invoices
- Assisting in the sale of merchandise. Assisting with registration and mailing
- Preparation of information and customer service to national and international students in various languages

The main language is Spanish, so it is necessary that an intern should have the knowledge of at least Spanish B1 and be able to communicate, other language are appreciated, especially English.

CSIdiomas - Ayudante de Secretaría <[becariosecretaria@csidiomas.](mailto:becariosecretaria@csidiomas.)>