



Are you looking for an interesting job working as part of an international team in London this summer? We are looking for a

Summer Schools Transfers Co-ordinator & Transfers Assistant

Both roles will involve assisting the Transfers Manager in the set up, preparation, administration and running of airport arrival and departure transfers for our summer schools centres in the UK and the US.

Person Specifications

- strong command of the English language with excellent communication skills, including a professional telephone manner
- computer literacy, especially good knowledge of Excel spreadsheets
- meticulousness with attention to detail, having a head for figures and being good with numbers
- dynamic and flexible 'can do' approach to work with the ability to think on your feet
- ability to work calmly and effectively under pressure and to tight deadlines, being prepared to work on weekends and other unsocial hours
- previous experience working with children or teenagers and/or at summer schools
- availability from the end of June 2013 for four to six weeks (exact dates to be confirmed)

For questions, job descriptions and application packs, please get in touch. We look forward to hearing from you!

Ariane Meier
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