

Top internship abroad in Tenerife in the field of administration and customer service of a language school

- Are you looking for an internship abroad during or after your studies and want to expand your CV with international experience?
- Do you speak Spanish (at least level B1), English (at least level B2) and German (at least level C1) and want to improve your language skills?
- Do you enjoy helping and guiding other people?

Do you want to spend half a year in a sunny vacation destination and have the time of your life?

If yes is your answer, check out our offer!

We offer:

- **6 month international on the job experience** in the field of Administration and customer service
- a **room** in a shared flat with other interns or “Digital Nomads”
- the **unique atmosphere** of an international language school and a Coworking Space for “Digital Nomads”

Our company is the [FU International Academy Tenerife](#) in Puerto de la Cruz in Tenerife

Here people can:

1. **Learn Spanish:** We are the biggest [Language School](#) of the Canary Islands with a location in Puerto de la Cruz,
2. **Become a SEO and Online-Marketing-Professional:** Since 2010 we offer [Seminars and Workshops in digital Marketing](#) in Puerto de la Cruz,
3. **Cowork:** “Coworking in the Sun” is the name of our [Coworking Space for Digital Nomads](#).

The internship takes place in the sector of administration and customer service.

The everyday business of our language school will be the biggest part of your internship. The tasks are very diverse and colourful. Your administration tasks will include:

- Working at the reception
- Processing internal forms of the school
- Post course mentoring of our students through follow-up emails
- Adding and updating job descriptions
- Running our online events calendar
- Producing and analysing statistics of our language school
- Editing and organising the pictures and videos in our online file selection
- Producing copies
- Photography for our marketing channels

You are THE person in charge of our international language students.

You are the first contact person when the students arrive. Also, throughout their whole stay, you are the “go-to” person for them at the reception.

You accompany the students at our weekly welcome breakfast and to their leisure time activities like surfing, beach-volleyball, salsa, flamenco or the visit to the botanical garden. You capture these trips on pictures and video and edit the material for our social media channels.



Your new [home](#) in Puerto de la Cruz is located right at the beach and only a 5 minute walk from the city center.



You live for free with 1-2 other interns in a fully equipped apartment. You will get a furnished single room. The flat includes a kitchen, a small balcony with a washing machine, a big living/ dining room with ocean view, 2 bathrooms, and wifi. The cleaning of the common areas is provided by the company once a week. Our language school is a 30 minutes walk away or 10 minutes bus ride.

Are you interested? Take this CHANCE and apply right now!

Send your **CV, a motivational letter and your academic records** to **Frank Sellingsloh** jobs@fu-ia.com . Please include your desired **starting date**.