



01 May 2012

Employment Opportunity

Customer Service Education Consultant & Administration Officer

A+CAPEC, a well-known Madrid based, education agency invites capable and motivated professionals to join our team.

You must have a passion for **The Antipodes & Education**; have an advanced level of English and have studied/worked/lived in Australia and/or New Zealand to apply.

Main duties

- Provide information on education products and services
- Process student enrolments and carry out follow up
- Undertake general administration tasks
- Database entry and maintenance
- Website maintenance & updates
- Communication tasks: mailings, newsletters
- Liaise with institutions and employers/businesses
- Take responsibility for other projects as required within the team
- Report on regular basis to MD

Requirements

- Experience with similar business (education services) not essential but preferred
- Great communication and customer services skills
- Diligent and responsible
- Demonstrated fluency in English (interview will be conducted in English)
- Native Spanish speaker (preferred)
- Ability to successfully manage multiple tasks and meet deadlines
- Computer literate, with experience using Microsoft Outlook and Microsoft Office (Word, Excel) or similar programs as well as CMS systems

If you fit this profile, please send us your CV and a personal statement (2 pages maximum) in English to spain@capec.info

Application Deadline: 25 May 2012