

## ADMINISTRATIVE & COMMUNICATION ASSISTANT

### Job title

Administrative and Communication Assistant

### Who we are

The Alliance Française de Jersey is a local not-for-profit organisation which aims are to offer French classes for adults and children, and to promote awareness of French and Francophone cultures. We are part of a global network of 813 branches in 135 countries. The Jersey branch has a team of 10 people.

### What will you do ?

This is an exciting opportunity to join an enthusiastic team in a cultural environment. In this role you will act as the first point of contact for all enquiries. You will assist the Director in the effective day-to-day running of the school, in line with the objectives, policies and procedures of the Alliance Française.

### Responsibilities

- To own and follow up telephone, email and physical queries
- To keep up to date information about members and students (CRM)
- To welcome students and provide information about the courses, library, services and activities
- To manage invoices and follow up payments
- To prepare communication for courses and activities (newsletter, social networks, website...)
- To participate in Alliance Française development
- To deal with any ad hoc duties delegated by the Director

### Expected candidate will have:

- Excellent communication skills, both verbal and non-verbal
- An ability to work in a methodical manner and give meticulous attention to detail
- An ability to prioritise and work within a team as well as independently
- A passion for providing excellent customer service
- Good knowledge of Office suite (Word, excel)
- An interest in promoting French culture and language
- French native with good command of English or English native with good command of French

### What we offer

We work in a friendly and relaxed atmosphere with a good team spirit. We offer a stimulating workload with a diverse range of tasks. We are open to considering flexible hours.

Part time position. Full job description available on request.

Contact and applications (CV and cover letter) : [director@afjersey.com](mailto:director@afjersey.com)