



**WORK, TRAVEL  
& STUDY**

La mobilité à l'international

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## **INTERNSHIP PLACEMENT CONSULTANT - JOB & INTERNSHIP DEPARTMENT BILINGUAL FRENCH AND ENGLISH**

### **Company's description**

The CEI London (Centre d'Échanges Internationaux) is part of the CEI Group, based in France and created in 1947, whose various activities are Education and Training, as well as Culture and Tourism - <http://www.groupe-cei.fr/groupe-cei>

The London branch, based in central London, is specialized in jobs and internships placements, English courses and accommodation for individuals and groups coming from Europe, or beyond - <http://www.cei-work-travel-study.com/>

The Internship Placement Consultant will have to **ensure quantity, quality, flow of production, and high customer service**. This role includes **assisting the Operations Manager** and working closely with the team, as well as other Departments.

### **The successful team member will have specific responsibilities including:**

- Placing European candidates from 17 years old in various industries throughout London
- Conducting telephone, skype interviews with clients, screening their profiles and explaining our services
- Prospecting, cold calling and visiting existing partners companies
- Attracting, building and maintaining Partners' strong long lasting business relationships
- Liaising with agents and business partners
- Following up on clients files and payments (individuals and groups)
- Managing complaints efficiently
- Opening placements in new fields and locations
- Representing CEI Ltd and attending networking events to develop partnerships
- Working and reporting to Managers

### **The ideal candidate will:**

- Be a strong communicator, comfortable conversing with internal and external parties from all backgrounds and levels
- Have strong negotiation and sales force skills
- Be able to deal with deadlines, targets and challenges and having strong interpersonal and teamwork skills
- Be persistent, dynamic, diligent and a quick thinker able to respond effectively to work in fast paced environment and changing situations
- Be passionate working with young people
- Be able to prioritise, have organisational skills and excellent attention to detail
- Be fluent in French and English. Third European language desirable.
- Have a strong computer skills literate (Word, Excel, Outlook)

Full training is provided however a background in Recruitment and/or Business Development is requested.

You will work with and report to the Operations Manager and you will be committed to the consolidation, expansion and success of the business.

Location: CEI Limited  
Type: Full time Full-time / Permanent – Monday to Friday, 9AM to 6PM  
Salary: £18K gross per year  
Starting date: Early June

Any applications received without a specific cover letter for this role, explaining why you are suitable and what you aim to achieve, will be disregarded. Contact: **Morgan Saint-Jore** [cei@cei-frenchcentre.com](mailto:cei@cei-frenchcentre.com)