

## OCIDIOMES

<https://ocidiomes.es/>

**Target:** Student Mobility for Traineeship

**Professional Sector:** Administration and/or Language Teacher

### Description of the company

Ocidiomes is an organization based in Mallorca that was born in 1987 with the dream of teaching English in an easy and fun way. So we embarked on a project that, thanks to your trust, has led us to be leaders in the Balearic Islands. We began with a trip to England in which we had more than 200 young people, and little by little we expanded the destinations and languages available. In a few years, we wanted to bring languages closer to our students, and we decided to implement a new teaching system in Mallorca. Currently we have dozens of programs for all types of students and all ages (from 1 year). We adapt to your needs and availability. Because for us, each student is unique.

In all these years we have taught languages to more than 27,000 people, and we have a satisfaction rate of 97%. And we want to keep working for you. Because we know that at every moment the needs are different. We want to improve so that the training is excellent. Thank you all for trusting us.

### ADMINISTRATION Profile- tasks of the Trainee

- Management of organizations
- Customer Care and Welcoming (information, registration to the courses and exams) per mail and phone
- Promotion and Marketing strategies and planning (included Social Medias and Creation of databases)
- Use of Excel for budgeting and registering economic data
- Inventory of resources
- Practical arrangements
- Others

### Knowledge & Skills required

Spanish knowledge at B2 level is a must

### TEACHER Profile (English, Spanish, French, Italian, German) - tasks of the Trainee

- Assisting the teacher in classroom (managing the pupils, supporting to facilitate the lessons, providing materials, etc.)
- Preparing material for the lessons
- Preparing some parts of the lessons according to the teachers requests and suggestions
- Acquiring new tools and knowledge regarding the different teaching approaches and topics

### Knowledge & Skills required

Level of the language that the trainee wants to teach has to be minimum B2 level

To apply for this position, please send your CV, Motivation Letter to [info@educationinprogress.eu](mailto:info@educationinprogress.eu)