



Company description

EF Education First is the world's largest private education company. Comprised of 15 companies, we offer a variety of language training courses, educational travel & tours, as well as cultural exchange programs. Established in 1965, EF's mission is to break down barriers of language, culture and geography. Today, EF employs 52,000 professionals in offices and schools located in 114 countries.

Internship description

We are looking for an entrepreneurial, highly motivated and charismatic individual with hands-on sales experience who likes to get the job done. During this internship you will help our sales and marketing teams provide the best educational solutions to our clients.

Our ideal candidate

You are an energetic person who likes to travel and enjoys working with a team of motivated individuals. You are social, fun, out-going, hard-working, creative, trendy, decisive, and humble and not scared of working long hours during peak seasons. You are not prestige-filled but rather eager to get your hands dirty and do whatever it takes to succeed. You are probably a little bit different from a large pool of applicants out there.

Key Objectives and Responsibilities

- Working with customer service team to assist clients
- General administrative & clerical duties
- Conducting a large number of phone consultations with clients on a daily basis
- Developing marketing content for presentations and seminars
- Assisting with organization of PR, sales and marketing on-site and off-site activities if requested
- Providing general support to the sales team
- Assisting with the planning and execution of marketing communications

Required Skills and Experience

- Working knowledge of English language
- Entrepreneurial spirit and drive to success, customer-focused nature
- Creativity and outside-of-the-box thinking
- Attention to detail
- Outgoing & confident personality with friendly manner and good sense of humor
- Passionate about sales, customer service and marketing
- Savvy in social media - awareness and understanding across key channels

Educational requirements

Undergraduate degree qualification or equivalent expected.

Position is based in Saint-Petersburg!

If interested, please email to maria.klementieva@ef.com