

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Alpha School of English
Address	Arznell Street, St Paul's Bay, SPB3232, Malta
Postal Code	SPB3232
City	St. Paul's Bay
Country	Malta
Telephone	+356 21 581 474
Fax	+356 21 581 473
E-mail	admin@alphaschoolmalta.com
Website	www.alphaschoolmalta.com
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	Small
Year of foundation	1991
Short Description of the Company	Alpha School of English is a well-established EFL school, licensed by Malta's Ministries of Education and Tourism and approved by the EFL Monitoring Board.. Established in 1991, our English school has welcomed junior and adult students from all over the world to learn English in Malta for over twenty years.
Other	

CONTACT PERSON DETAILES	
Name	April Howes
Department / Function	Reservations Manager
Direct telephone number	+356 21 581 474
Direct mobile	+356 21 581 474
Direct e-mail address	admin@alphaschoolmalta.com

--	--

PLACEMENT INFORMATION	
Department / Function	Accommodation Department, Customer Support department, Reservations Department, Excursions Department, Marketing Department, Web & IT Department
Description of activities	<ol style="list-style-type: none"> 1. Reception 2. Updating Database Spreadsheets 3. Accounting 4. Replying to Customer email Enquiries 5. Answering telephone Enquiries 6. Photocopying teachers' lesson resources 7. Running the Tuck Shop 8. Supervising Junior Students 9. Group leading 10. Organising Airport Transfers 11. Distributing and collecting questionnaires 12. Preparing and distributing certificates 13. Interpreting / Translating, helping with localization. 14. General administration
Duration	At least 8 weeks
Working hours / Weekly working hours	7hrs + 1 hr break / 35hrs + 5hrs break
City	St. Paul's Bay
Help with finding accommodation	We can offer discounted accommodation and airport transfers.
Financial contribution	We do not offer any monetary incentives for our internship programme. However we do offer a 2 week course of English free of charge with internships of over 3 months duration.
Other	

REQUIREMENTS	
Oral and written English language skills	At least B1
Field of study	Administration , Management, Languages, Linguistics, Tourism, Economics,
Computer skills	Basic Knowledge
Other	Our internships are highly varied and you will have the opportunity to work in an international team in a variety of areas and to meet students from all over the world. Interns should be well-presented, motivated, enthusiastic and prepared to work in a team. Selected applicants will be closely supervised throughout their internship.